

Fall Semester 2019

Ritsumeikan University Tuition Reduction and Scholarship  
Application for Privately-Financed International Students  
Application Guidelines

Application Period	
September 26, 2019 (Thu)	10 : 00 ~
October 3, 2019 (Thu)	17 : 00 (Deadline strictly enforced)

Ritsumeikan University International Center

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**The following applications will not be considered for selection.**

1. Applications which do not follow the rules (these guidelines).
2. Applications containing falsified information.

## 1. About the Fall Application (Outline)

### ( 1 ) Introduction

The “Ritsumeikan University Tuition Reduction and Scholarship Application for Privately-Financed International Students” is one document containing the following two applications.

(1) Tuition Reduction Application

(2) Application for scholarships administered by the university and scholarships which require a recommendation directly from the university to the scholarship foundation in order to become a potential candidate

The “Ritsumeikan University Tuition Reduction and Scholarship Application for Privately-Financed International Students” is held twice a year, during the spring and fall semesters. This application is the “Fall Application.”

### ( 2 ) Schedule

The schedule is as follows.

Details	Fall Application
<b>Application Period</b>	<b>September 26, 2019 (Thu) 10:00 ~ October 3, 2019 (Thu) 17:00 (Japan Time)</b>
Guidance Session	【Japanese Language】 September 27, 2019 (Fri) 12:20~12:50 【English Language】 September 30, 2019 (Mon) 12:20~12:50
Announcement of Graduate Students Selected for Interviews	October 17, 2019 (Thu) 17:00
Graduate Student Interview Days	October 19, 2019 (Sat) October 21, 2019 (Mon) ※Backup date
Announcement of Scholarship Recommendation Selection	Selectees contacted on a rolling basis throughout the year
Tuition Reduction Selection Results	Early December (scheduled)
Deadline to Acquire “Student” Residence Status and Submit Proof	October 31, 2019 (Thu) 17:00

### 【Notes】

Applications are accepted at the International Center of each campus only when the office is open to students.

Furthermore, the office is always extremely busy on the final day of the application period, so please give yourself enough time to organize and submit your forms in advance of the deadline.

### ( 3 ) Application Procedure

Please download the application documents from the International Center's homepage. After completing the forms, you must submit your own application to the International Center in person.

URL: <http://en.ritsumei.ac.jp/current-students/financial-aid/>

#### 【Additional Information】

Students who cannot apply in person at their campus's international center	Contact the email address below by September 24 (Tue). <u>Only students who have been determined to have a legitimate reason will be given separate, special instructions on how to apply.</u> Contact Email: <a href="mailto:ikkatsu@st.ritsumei.ac.jp">ikkatsu@st.ritsumei.ac.jp</a>
Students currently studying abroad outside of Japan through a program administered by Ritsumeikan University-	Separate instructions will be sent to the university email accounts (@ed.ritsumei.ac.jp) of students currently outside of Japan on "Study Abroad" through a program administered by Ritsumeikan University. Follow the instructions in the email, complete your application, and submit it as instructed. Applications will not be accepted outside of the designated application period. Please be warned that you will not be given special consideration in the event that you do not check your email or fail to submit the required forms as instructed.

### ( 4 ) Eligible Applicants

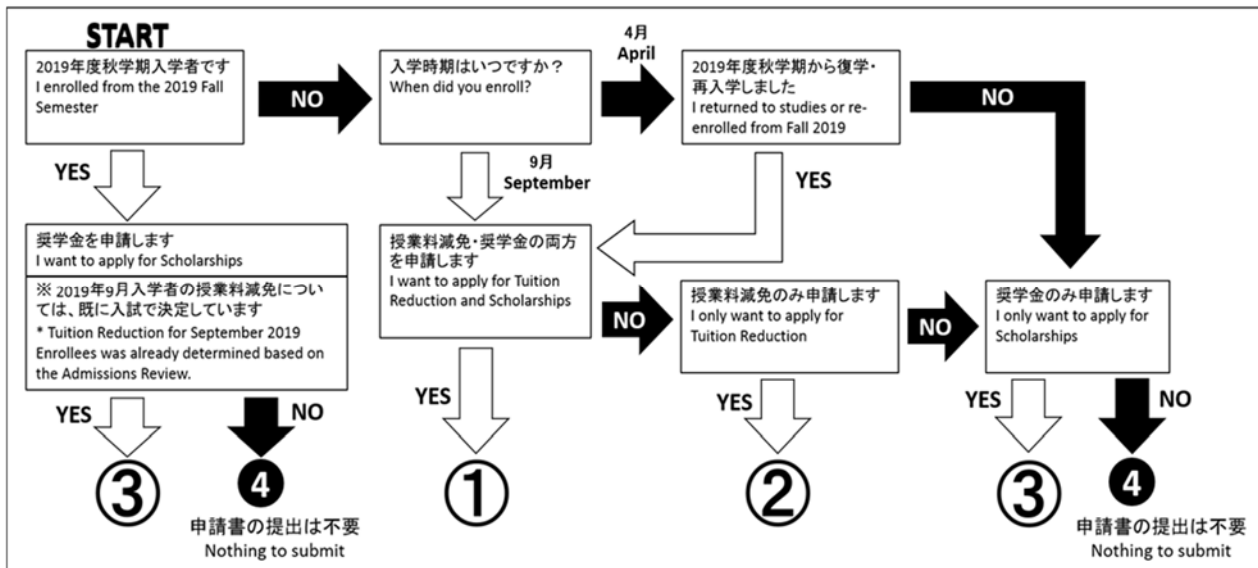
Eligible Applicants are as described in the chart "A: Eligible Applicants" below. You alone are responsible to determine which application you are eligible for by referring to "B: Application Chart."

#### 【A: Eligible Applicants】

Category	Period	Eligible Applicants	Award Period
Tuition Reduction	Fall Application	September enrollees	Fall Semester 2019, Spring Semester 2020
		April enrollees who have reenrolled or resumed studies from the Fall Semester	Fall Semester 2019
Scholarships	Fall Application	All who wish to apply, regardless of semester of enrollment (application is required each semester)	2020 academic year (for scholarships with an application period between April 2020 ~ March 2021, with scholarship awards beginning from April 2020 or later)

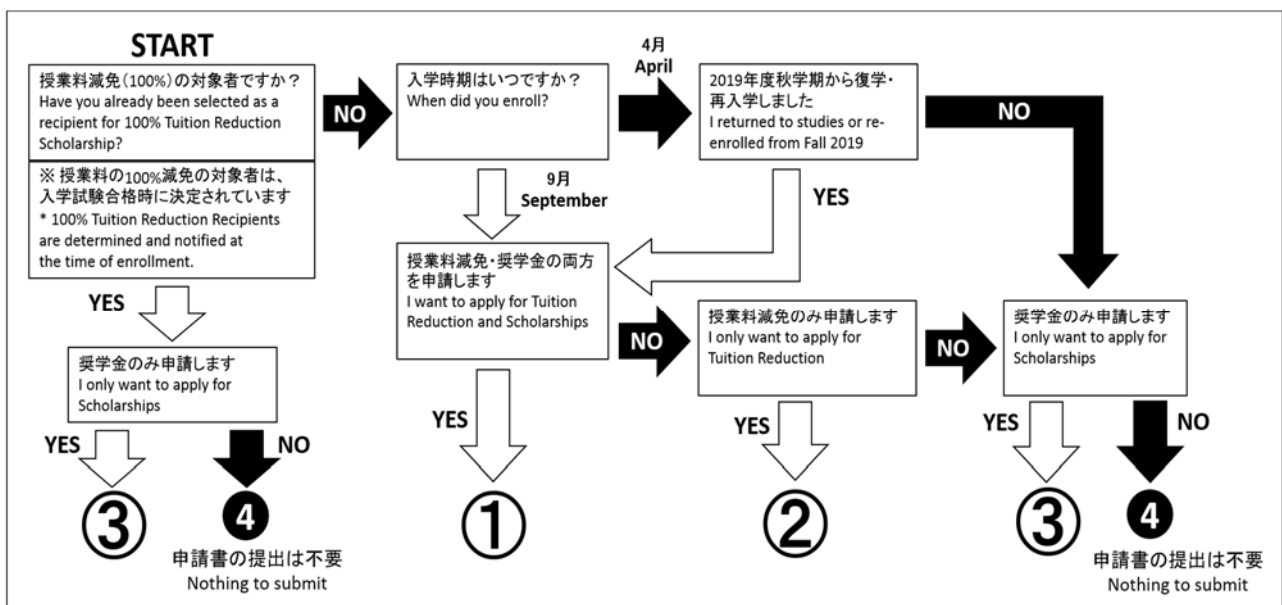
【B: Application Chart】

<Undergraduate Students>



Pattern	Applications
① 授業料減免・奨学金の両方申請をする。 Applying for both Tuition Reduction and Scholarships.	U1・U2・U3・U4・U5
② 授業料減免のみ申請する。 Applying for just Tuition Reduction.	U1・U2・U3・U4
③ 奨学金のみ申請する。 Applying for just Scholarships.	U1・U2・U3・U5
④ どちらにも申請しない（申請書の提出は必要ありません）。 Applying for neither Tuition Reduction nor Scholarships (Nothing to submit).	—

<Graduate Students>



Pattern	Applications
① 授業料減免・奨学金の両方申請をする。 Applying for both Tuition Reduction and Scholarships.	G1・G2・G3・G4・G5・G6
② 授業料減免のみ申請する。Applying for just Tuition Reduction.	G1・G2・G3・G4
③ 奨学金のみ申請する。Applying for just Scholarships.	G1・G2・G3・G5・G6
④ どちらにも申請しない（申請書の提出は必要ありません）。 Applying for neither Tuition Reduction nor Scholarships (Nothing to submit).	—

#### 【Notes Regarding Tuition Reduction】

- Tuition Reduction for newly enrolled undergraduate students in their first year (students newly enrolled from the 2019 Fall Semester except for transfer students, etc.) is determined at the time of the admissions screening. Thus, such students are ineligible to apply for Tuition Reduction at this time.
- The Tuition Reduction award period for April enrollees who have re-enrolled or resumed studies from the 2019 Fall Semester is one semester in length. Thus, such students who wish to receive Tuition Reduction from the 2020 Spring Semester onwards must submit an additional application for Tuition Reduction during the 2020 Spring Application.

Furthermore, April enrollees who have re-enrolled or resumed studies from the Fall Semester who wish to apply for Tuition Reduction must contact the email address below before applying.

Contact Email: [ikkatsu@st.ritsumei.ac.jp](mailto:ikkatsu@st.ritsumei.ac.jp)

- Students who will reach the end of their standard program duration at the end of the 2019 Fall Semester are only eligible to receive one semester of Tuition Reduction if selected.

#### ( 5 ) Guidance Sessions

Points of caution regarding the application will be explained at the guidance session. Please read the guidelines in advance and attend whichever guidance session best meets your schedule.

#### 【English language】

Schedule	Place		
	Kinugasa	BKC	OIC
12:20～12:50 on Mon, September 30, 2019	Igakukan Hall Room IG301	Co-Learning House I Room CI205	AS368

#### 【Japanese language】

Schedule	Place		
	Kinugasa	BKC	OIC
12:20～12:50 on Fri, September 27, 2019	Koshinkan Hall Room KS305	Ad-Seminario Room A301	AN328

## 2. Tuition Reduction

### ( 1 ) Tuition Reduction Types

What is Tuition Reduction? Tuition Reduction is a form of financial aid offered by Ritsumeikan University with the purpose of reducing the fiscal burden of international students by covering a percentage of tuition fees. According to the rules established in the “Ritsumeikan University Tuition Reduction Scholarship for International Students Regulations,” Tuition Reduction equaling 20%~100% of tuition fees is awarded to selected applicants.

With respect to undergraduate students, the percentage of students awarded Tuition Reduction differs depending on the language of study (Japanese-based or English-based). For applicants who meet the application requirements, the top 70% of Japanese-based students and all English-based students will receive Tuition Reduction.

#### Tuition Reduction for Privately-Financed International Students (Current Undergraduate Students)

Japanese Language Based Students *All students except those in the English programs below	Undergraduate Category I (100% Reduction)	Top 10% of total applicants
	Undergraduate Category II (50% Reduction)	Next top 10% of total applicants after Undergraduate I recipients
	Undergraduate Category III (20% Reduction)	Next top 50% of total applicants after Undergraduate I • II recipients
English Language Based Students *International Relations GS Major, Policy Science CRPS Major, Information Science and Engineering ISSE Course, International Relations AU-RUJDP, Global Liberal Arts	Undergraduate Category I (100% Reduction)	Top 10% of total applicants
	Undergraduate Category II (50% Reduction)	Next top 10% of total applicants after Undergraduate I recipients
	Undergraduate Category III (20% Reduction)	Applicants who did not receive Undergraduate I or II reduction

\*Tuition Reduction for new enrollees (students newly enrolled from the 2019 Fall Semester except for transfer students, etc.) is decided at the time of admissions results, thus, such students are not eligible to apply via this application.

#### Tuition Reduction for Privately-Financed International Students (Graduate Students)

All Graduate Schools	Graduate Category I (100% reduction for the regular program duration)	(Recipients determined and notified at the time of enrollment)
	Graduate Category II (20% reduction)	Students who apply and meet the eligibility criteria (excluding Graduate Category I recipients)

### ( 2 ) Award Period

One year, from October 2019~ September 2020

However, the duration for re-enrollees and those resuming studies may differ. Please refer to p. 3-4.

### ( 3 ) 2019 Fall Semester Tuition Reduction Application Eligibility Criteria

- Applicants must meet one of the following requirements (A), and all of the following requirements (B).

A	<p><b>Applicants must meet one of the following requirements.</b></p> <ol style="list-style-type: none"><li>1) Be a September enrollee enrolled for the 2019 Fall Semester; or</li><li>2) Be a September enrollee studying abroad on a program administered by Ritsumeikan University for the 2019 Fall Semester (enrollment status of “Study Abroad”); or</li><li>3) Be an April enrollee who is re-enrolling or resuming studies from the 2019 Fall Semester; or</li><li>4) Be authorized by the International Center to complete an application due to special circumstances.</li></ol>
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B	<p><b>In addition to (A) above, applicants must meet all of the following requirements (B).</b></p> <p><input type="checkbox"/> Must be a privately-financed international student currently enrolled in an undergraduate or graduate school degree-seeking program (as of September 26, 2019). *Undergraduate September 2019 enrollees are ineligible as Tuition Reduction for new enrollees is decided at the time of their enrollment. *Students who enrolled via a scholarship that pays for their tuition fees are ineligible. *Application is unnecessary for Graduate Category I awardees.</p> <p><input type="checkbox"/> Must hold a “Student” status of residence and be within the standard number of years required for graduation. *Students scheduled to receive the “Student” status of residence must receive it by Thu, October 31, 2019.</p> <p><input type="checkbox"/> 2nd year and higher undergraduate students <u>only</u>: Must meet credit standards *Undergraduate Categories I, II: The total number of credits earned as of completion of semester immediately preceding the semester of this application must be equal to or higher than the total number of credits required for graduation divided by 8 (the total number of required semesters), then multiplied by the number of semesters you have been enrolled as of completion of the previous semester.</p> $\frac{\text{Total credits earned as of completion of semester immediately preceding semester this application is submitted}}{\geq \left( \frac{\text{Credits required for graduation}}{8} \right) \times (\text{Number of semesters enrolled as of completion of semester immediately preceding semester this application is submitted})}$ <p>*Undergraduate Category III: The total credits earned over the course of the two semesters immediately prior to the semester of this application must be 10 or more.</p>
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### ( 4 ) Tuition Reduction Selection Procedures

The same as used for “University-Recommended Scholarships.” See p. 10, “(4) Selection Procedures”.

### ( 5 ) Announcement of Results

Results are scheduled to be announced via manaba+R in Early December.

\*Results for students of the Graduate School of Management will be determined after 2019 Fall Semester tuition fees are finalized.

### ( 6 ) Things to Keep in Mind

- About the Application

1) Students who want to receive Tuition Reduction **must apply** for Tuition Reduction **each year**.



Applying for Tuition Reduction once **does not** automatically grant you Tuition Reduction for the duration of your studies.

- 2) September enrollees, other than new September 2019 enrollees, who meet the application criteria but who fail to apply for Tuition Reduction via this “Fall Application” cannot receive Tuition Reduction for either the 2019 Fall Semester or 2020 Spring Semester.

- **Those on a “Leave of Absence”**

Those whose 2019 Fall Semester enrollment status is “Leave of Absence” cannot apply for Tuition Reduction. Furthermore, Tuition Reduction will be cancelled if a student’s enrollment status changes to “Leave of Absence” after applying for Tuition Reduction.

- **About the “Student” Status of Residence**

Those expected to receive the “Student” status of residence or who have completed procedures to change their status to “Student” must submit a copy of both sides of their new residence card to the International Center on their campus by 17:00 on Thursday, October 31.

\*Students who do not submit the copy by the deadline will be ineligible for Tuition Reduction.

- **Regarding the Cancellation of Tuition Reduction (please read the regulations for details)**

- 1) About Cancellation: According to the regulations, students who meet any of the following will have their tuition reduction revoked.
  - a. Those whose application is found to contain deliberate falsification or forgery, etc.
  - b. Those who no longer meet the Tuition Reduction eligibility requirements.
  - c. Those taking a leave of absence from their studies.
  - d. Those who have withdrawn from the university or who have been expelled.
  - e. Those suspended from school for 3 months or more.
  - f. Those who are judged by the Executive Director of the Division of International Affairs as undeserving of Tuition Reduction.
- 2) Regarding Repayment of Tuition in the Event of Cancellation of Tuition Reduction
  - Those whose Tuition Reduction is cancelled must pay an amount equal to that of their cancelled Tuition Reduction award amount for the semester(s) in question, in full, within two weeks of being informed of the cancellation.

Ritsumeikan University Tuition Reduction Scholarship Regulations

<http://en.ritsumei.ac.jp/current-students/doc/RitsumeikanUniversityTuitionReductionScholarshipRegulations.pdf>

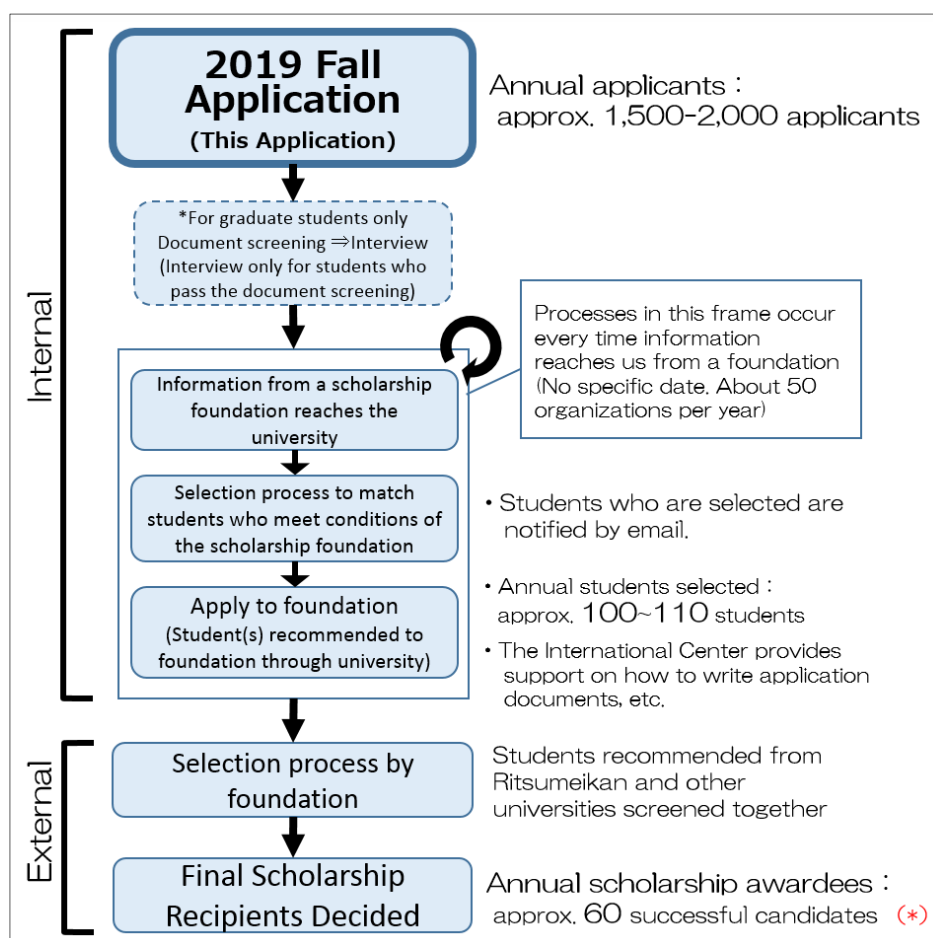
- **When a Student is Selected for Tuition Reduction After Paying in Full for Their Tuition Fees**

As a rule, when a student overpays for Fall Semester tuition fees due to selection for Tuition Reduction, paperwork to file for return of the overpayment forms are sent to them in May of the following year (scheduled). Whether the overpayment is returned to the student or used towards their next semester’s tuition, etc. depends on the student’s tuition fee payment status for other semesters. Students who find themselves in such a situation and have any questions or concerns should consult with the International Center through the following email address.

[rscholar@st.ritsumei.ac.jp](mailto:rscholar@st.ritsumei.ac.jp)

# 1. Scholarship (International Student Scholarships) \*University, public/private foundation and organization sponsored scholarships

The chart below describes the process from submission of this 2019 Fall Semester application to reception of scholarship.



(\*) Successful candidates for scholarships offered by Ritsumeikan University (approx. 40 candidates) are not included in this number. Further, the “Apply to foundation” and “Selection process by foundation” steps do not apply for Ritsumeikan scholarships.

## (1) Basic Rules regarding “International Student Scholarships”

- Scholarships managed by the International Center are for privately financed international students only, and most require that the applicant holds a "Student" status of residence.
- Of applicants for “International Student Scholarships,” students will be chosen for recommendation for scholarships which require the recommendation of the university. It is not possible to apply for these scholarships without university recommendation.
- There are cases where the university will hold separate open applications for specific scholarships. In most of these cases, one of the application requirements is that applicants have completed this Scholarship Application.
- In order for the university to help support many international students, regardless of the scholarship’s rules for receiving multiple scholarships, students who are recommended by Ritsumeikan University and consequentially selected for scholarship award may only receive one scholarship at a time. In addition, students selected for scholarship will not be recommended by the university for any

additional scholarship during the academic year of their scholarship award, and students who are currently being recommended for scholarship will not be recommended for any other scholarship until the selection results of the first scholarship are made available.

- When evaluating and recommending students for university recommended scholarships, only students who will be enrolled for the duration of the scholarship's recruitment period, recommendation period, and award period will be chosen.

## **( 2 ) Applicable Scholarships and their Award Duration**

- As a rule, this application for International Student Scholarships covers international student scholarships with recruitment periods falling within the 2019 academic year, and award periods falling within the 2020 academic year (Apr 2020 – Mar 2021).
- Scholarships found in the “Ritsumeikan University International Student Handbook 2019” will form the majority of the applicable scholarships. Please see your handbook or visit the link below for reference.

<http://en.ritsumei.ac.jp/current-students/pdf/IntlStudentHandbookScholarshipsSection.pdf>

## **( 3 ) Application Eligibility Requirements**

Applicants must meet all of the following requirements.

- 1) Must be a privately financed international student currently enrolled in a degree-seeking program of a Ritsumeikan University college or graduate school.
  - \*However, students who enrolled via a scholarship that pays for their tuition fees are ineligible.
  - \*Privately financed international students who enrolled via admissions other than the International Student Entrance Examination are also eligible to apply.
- 2) Enrollment status must either be “enrolled” or “study abroad”.
  - \*Students whose enrollment status is “study abroad” may submit an application, but applicants are not considered for a particular scholarship unless their student status is “enrolled” for the duration of the recruitment period, selection period, and award period of the particular scholarship.

## **( 4 ) Selection Procedures**

- **Undergraduate students**

### **1) September 2019 Enrollees**

Evaluation is based on a comprehensive evaluation of submitted documents and Entrance Examination (Application) score.

International students who enrolled via a means other than the International Student Entrance Examination Admissions process who would like to apply for international student scholarships should consult with the International Center on their campus before the final day of the application period.

## 2) Credit and Grade standards for students who enrolled any time other than from September 2019

### i) Credit standards:

- Must have obtained the number of credits below or more by the end of the 2019 Spring Semester.  
(1/8 of the no. of credits required to graduate from your college) x (no. of semesters enrolled)

### ii) Grade standards:

- Each students will be evaluated based on Cumulative GPA (based on grades at the time of the release of 2019 Spring Semester grades).

\*“Cumulative GPA”: Grade Point Average of grades from the time of enrollment through 2019 Spring Semester grades.

\*Cumulative GPA is calculated according to the following equation.

$$\frac{(5 \times \text{number of "A+" credits}) + (4 \times \text{number of "A" credits}) + (3 \times \text{number of "B" credits}) + (2 \times \text{number of "C" credits})}{(\text{Number of total registered A+, A, B, C, and F credits})}$$

### [Notes]

- Credits for courses not necessary for graduation and courses graded as N or T will not be included in the GPA calculation.
- Those who are resuming courses or re-enrolling from the 2019 Fall Semester
  - Credit standards: Number of credits as of the end of the 2019 Spring Semester.
  - Grade standards: Cumulative GPA as of the end of the 2019 Spring Semester.
- Cumulative GPA for those currently studying abroad via a Ritsumeikan University-administered program is their most recent cumulative GPA score available as of the time of application.
- Students who have transferred to Ritsumeikan from September 2019 as second or third year students (DUDP) will be considered as having fulfilled credit requirements. Scores of accepted transfer credits will all be evaluated as B credits (=3), and then will be used to calculate cumulative GPA.

### • Graduate students

Evaluation is based on submitted documents and interview results. Details follow.

### 1) Document Review

- The Graduate Student Report will be graded by a professor of the university.

Applicants who pass the document review stage will be given an interview. The announcement of who will be granted interviews and of interview timeslots will be made as follows.

Time of Announcement	Thursday, October 17, 2019 at 17:00
Announcement Method	manaba+R

## 2) Interview

Following the document review, interviews will be granted to highly ranked applicants only. Interviews will not be given outside the following schedule, so make sure to free your own schedule to attend.

Time	Saturday, October 19, 2019 9:00 ~ 18:00 *Interview times are determined by the university. Students cannot choose.
Place	The applicant's campus
Interview Language	Applicants who have indicated "Yes, I can" or "If the interviewers speak slowly, yes, I can" for the question "Can you participate in interviews conducted in Japanese?" on the Student Information Sheet will complete their interview in Japanese. Those who have indicated "Probably not/No" will be interviewed in English.
Interview Details	Applicants will be interviewed in groups, with each group receiving an approximately 30 minute interview. Each applicant will give a 2 minute presentation based on their Graduate Student Report. After the presentations a question and answer session will follow.
Points of Consideration	<ul style="list-style-type: none"> <li>• Applicants who have been deemed to have a legitimate reason for being unable to attend an interview according the schedule above may be granted an interview on the back-up interview date below.  <b>【Time】</b> Monday, October 21, 2019  Lunchtime (12:20 ~ 12:50) or after 18:00  <b>【Place】</b> The applicant's campus</li> <li>• Interview times cannot be switched to the back-up date for personal reasons.  Acceptable reasons for schedule changes are as follows. <ul style="list-style-type: none"> <li>• If job hunting activities (interviews, internships) make it impossible to travel to the university</li> <li>• If field research or participation in an academic conference make it impossible to travel to the university</li> </ul> </li> <li>• Dress Code: Casual attire is acceptable.</li> <li>• Applicants who do not show up or who are late for their interview will not be considered for scholarships.</li> <li>• Applicants must be at the interview location 10 minutes prior to their timeslot.</li> <li>• No equipment (computers, etc.) may be used during the interview. Furthermore, distributing materials or using posters, etc. is also prohibited.</li> <li>• You may not bring or use any notes in the interview.</li> </ul>
Announcement of Results	Results will be notified to successful interviewees on a rolling basis throughout the year, via email sent to the applicant's university email address (~@ed.ritsumei.ac.jp). Because there is not a specific date for announcing results, interviewees should check their university email address on a regular basis at least every few days, even during the long vacations.

## **5. Points to remember**

- Of the students who complete an application for International Student Scholarships , only applicants selected to be recommended for scholarship will be notified of any results.
- In most cases, scholarship foundations will not allow awardees to receive multiple scholarships at once. If you are receiving a separate private scholarship, please make sure to read the rules very carefully before trying to apply for another scholarship at the same time.
- If a student receives 2 or more scholarships at once but their rules state that recipients may not hold multiple scholarships, the student may have their scholarships cancelled and be asked to return scholarship payments.
- If you apply separately to a private scholarship and are selected for a scholarship award, please submit a copy of your certificate of scholarship award to the International Center.
- Students who will study abroad outside of Japan via a Ritsumeikan University-administered program will not be recommended for any scholarship where the scholarship award period overlaps with the student's scheduled study abroad period.
- Students may not withdraw their application for a given scholarship for personal reasons after receiving a recommendation from the university for that scholarship.