Fall Semester 2020
Ritsumeikan University Tuition Reduction and Scholarship
Application for Privately-Financed International Students
Application Guidelines

<table>
<thead>
<tr>
<th>Application Period</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>September 28, 2020 (Mon)</td>
<td>10:00</td>
</tr>
<tr>
<td>October 11, 2020 (Sun)</td>
<td>23:59</td>
</tr>
</tbody>
</table>

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

For the 2020 academic year and onward, as a rule, eligible students will be able to apply for the “Ritsumeikan University Tuition Reduction and Scholarship Application for Privately-Financed International Students” only once per year, from the semester matching their semester of enrollment (Spring Semester enrollees will apply in the spring, Fall Semester enrollees will apply in the fall). Therefore, students eligible to submit an application this time around are as shown below.

Eligible Applicants:
(1) September enrollees
(2) April enrollees who have reenrolled or resumed studies from the Fall Semester

For students other than (1)(2) above, please apply again during the application period of the 2021 Spring Semester.

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

(2) Schedule

The schedule is as follows.

<table>
<thead>
<tr>
<th>Details</th>
<th>Fall Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Period</td>
<td>September 28, 2020 (Mon) 10:00 ~ October 11, 2020 (Sun) 23:59 (Japan Time)</td>
</tr>
<tr>
<td>Announcement of Scholarship Recommendation Selection</td>
<td>Selectees contacted on a rolling basis throughout the year</td>
</tr>
<tr>
<td>Tuition Reduction Selection Results</td>
<td>Early December 2020 (scheduled)</td>
</tr>
</tbody>
</table>
(3) Application Procedure
To apply, fill out all requisite information using the online application form at either link below. Your RAINBOW ID and password will be required to log in.
[English language version]
http://en.ritsumei.ac.jp/current-students/financial-aid/
[Japanese language version]
http://www.ritsumei.ac.jp/international/intl_students/scholarship/

[ATTENTION]
The online application will not be available during the hours below due to system maintenance.
From 4:30 AM to 5:30 AM daily (During course registration periods: from 2:00 AM to 6:30 AM)
From 7:30 PM Wednesdays to 9:00 AM Thursdays

Contact Email
ikkatsu@st.ritsumei.ac.jp

(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.”

<table>
<thead>
<tr>
<th>Category</th>
<th>Period</th>
<th>Eligible Applicants</th>
<th>Award Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Reduction</td>
<td>Fall Application</td>
<td>September enrollees</td>
<td>Fall Semester 2020, Spring Semester 2021</td>
</tr>
<tr>
<td></td>
<td></td>
<td>April enrollees who have reenrolled or resumed studies from the Fall Semester</td>
<td>Fall Semester 2020</td>
</tr>
<tr>
<td>Scholarships</td>
<td>Fall Application</td>
<td>September enrollees</td>
<td>Fall Semester 2020, Spring Semester 2021</td>
</tr>
<tr>
<td></td>
<td></td>
<td>April enrollees who have reenrolled or resumed studies from the Fall Semester</td>
<td>Fall Semester 2020</td>
</tr>
</tbody>
</table>
【B: Application Chart】

Pattern

① 授業料減免・奨学金の両方申請をする。
Applying for both Tuition Reduction and Scholarships.

② 授業料減免のみ申請する。Applying for just Tuition Reduction.

③ 奨学金のみ申請する。Applying for just Scholarships.

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).
Pattern

① 授業料減免・奨学金の両方申請をする。
Applying for both Tuition Reduction and Scholarships.

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③ 奨学金のみ申請する。Applying for just Scholarships.

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 2020 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 2020 Fall Semester is one semester in length. Thus, such students who wish to receive Tuition Reduction from the 2021 Spring Semester onwards must submit an additional application for Tuition Reduction during the 2021 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
- Students who will reach the end of their standard program duration at the end of the 2020 Fall Semester are only eligible to receive one semester of Tuition Reduction if selected.
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.

| Japanese Language Based Students | Undergraduate Category I (100% Reduction) | Top 10% of total applicants |
| English Language Based Students  | Undergraduate Category II (50% Reduction) | Next top 10% of total applicants after Undergraduate I recipients |
| English Language Based Students  | Undergraduate Category III (20% Reduction) | Next top 50% of total applicants after Undergraduate I • II recipients |

*Students enrolled in an English language instructed undergraduate program who applied through AO or Recommendation-based admissions, etc.

Undergraduate Category I (100% Reduction) for the regular program duration

Students who apply and meet the eligibility criteria (excluding Graduate Category I recipients)

(2) Award Period

One year, from October 2020 ~ September 2021

However, the Tuition Reduction award period for April enrollees who have re-enrolled or resumed studies from the 2020 Fall Semester is one semester in length. Please refer to p. 3.
3) 2020 Fall Semester Tuition Reduction Application Eligibility Criteria

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

<table>
<thead>
<tr>
<th>A</th>
<th>Applicants must meet one of the following requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Be a September enrollee enrolled for the 2020 Fall Semester; or</td>
</tr>
<tr>
<td>2)</td>
<td>Be a September enrollee studying abroad on a program administered by Ritsumeikan University for the 2020 Fall Semester (enrollment status of “Study Abroad”); or</td>
</tr>
<tr>
<td>3)</td>
<td>Be an April enrollee who is re-enrolling or resuming studies from the 2020 Fall Semester; or</td>
</tr>
<tr>
<td>4)</td>
<td>Be authorized by the International Center to complete an application due to special circumstances.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B</th>
<th>In addition to (A) above, applicants must meet all of the following requirements (B).</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Must be a privately-financed international student currently enrolled in an undergraduate or graduate school degree-seeking program (as of September 26, 2020).</td>
</tr>
<tr>
<td></td>
<td>*Undergraduate September 2020 enrollees are ineligible as Tuition Reduction for new enrollees is decided at the time of their enrollment.</td>
</tr>
<tr>
<td></td>
<td>*Students who enrolled via a scholarship that pays for their tuition fees are ineligible.</td>
</tr>
<tr>
<td></td>
<td>*Application is unnecessary for Graduate Category I awardees.</td>
</tr>
<tr>
<td>□</td>
<td>Must hold a “Student” status of residence and be within the standard number of years required for graduation.</td>
</tr>
<tr>
<td>□</td>
<td>2nd year and higher undergraduate students only: Must meet credit standards</td>
</tr>
<tr>
<td></td>
<td>*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.</td>
</tr>
</tbody>
</table>
| | \[
| \text{Total credits earned as of completion of semester immediately preceding semester this application is submitted} \geq \left( \frac{\text{Credits required for graduation}}{8} \right) \times (\text{Number of semesters enrolled as of completion of semester immediately preceding semester this application is submitted})
|\]
| | *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. |

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 2020 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 2020 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 2020 Fall Semester or 2021 Spring Semester.

- **Those on a “Leave of Absence”**

  Those whose 2020 Fall Semester enrollment status is “Leave of Absence” cannot apply for Tuition Reduction. Furthermore, Tuition Reduction will be cancelled if a students’ enrollment status changes to “Leave of Absence” after applying 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](http://en.ritsumei.ac.jp/current-students/doc/RitsumeikanUniversityTuitionReductionScholarshipRegulations.pdf)
3. Scholarship (International Student Scholarships) *University, public/private foundation and organization sponsored scholarships

The chart below describes the process from submission of this 2020 Fall Semester application to reception of scholarship.

(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.

(*) 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.
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 from October 2020 to September 2021.

Scholarships found in the “Ritsumeikan University International Student Handbook 2020” will form the majority of the applicable scholarships. Please see your handbook or visit the link below for reference.


( 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 2020 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 2020
   i) Credit standards:
      -Must have obtained the number of credits below or more by the end of the 2020 Spring Semester.
      (1/8 of the no. of credits required to graduate from your college) x (no. of semesters enrolled)
   ii) Grade standards:
      -Each student will be evaluated based on Cumulative GPA (based on grades at the time of the release of
      2020 Spring Semester grades).
      *“Cumulative GPA”: Grade Point Average of grades from the time of enrollment through 2020 Spring
      Semester grades.
      *Cumulative GPA is calculated according to the following equation.
      \[
      \frac{(5 \times \text{number of “A+” credits}) + (4 \times \text{number of “A” credits})}{(3 \times \text{number of “B” credits}) + (2 \times \text{number of “C” credits})}
      \]
      (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 2020 Fall Semester
  -Credit standards: Number of credits as of the end of the 2020 Spring Semester.
  -Grade standards: Cumulative GPA as of the end of the 2020 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 2020 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
   The evaluation process is as follows.

   1) For new enrollees
      The Graduate Student Report will be evaluated and scored.

   2) For currently enrolled students
      Applicants will be reviewed based on their cumulative GPA as compared to their fellow currently enrolled
      applicants, and those with cumulative GPAs in the top 50% of that group will be selected for further
      evaluation. Those applicants’ Graduate Student Reports will then be evaluated and scored.

      Applicants whose Graduate Student Reports were evaluated and scored will then be ranked based on those
      scores, and recommendations for scholarships will be offered on a rolling basis to students who rank highest.
(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.