Step 1 — Download & Consult Application Handbook

1) Access our Website   en.ritsumei.ac.jp/e-ug/apply/download/download.html/
2) Download and go through the Application Handbook carefully

Step 2 — [Via Ritsu-Mate] Create Account

1) Access Ritsu-Mate   www.ritsumei.ac.jp/applicants/
2) Activate Ritsu-Mate Account
3) Complete Ritsu-Mate Registration
   Ritsu-mate Manual: www.ritsumei.ac.jp/applicants/manual/ug_all_en.pdf

Step 3 — [Via Ritsu-Mate] Register Application *Available only during Application Period

- Choose 'AO Admission (English Basis)'.
- Separate application required when applying to multiple programs

Step 4 — [Via Ritsu-Mate] Register International Student Information *If Applicable

- Applicable only if you do not possess Japanese Nationality

Step 5 — Pay Application Fee

Methods of Payment

[Via Ritsu-Mate]

✓ Credit Card
✓ Paypal
✓ Convenience Store *only in Japan
✓ Alipay

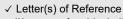## Step 6 — Submission of Application Documents

✓ Application Sheet (with your photograph attached)
✓ Registration Form
✓ Application Essays
✓ Documents Proving University Entrance Eligibility
✓ Academic Transcripts
✓ Documents Proving English Language Proficiency
✓ Photocopy of Passport
✓ Photocopy of Residence Card
  *Relevant Applicants only
✓ Awards in Math, Science, and Computer Programming
  *Optional, only for ISSE Course

➤ 🖥 UPLOAD

✓ Letter(s) of Reference
  *Have your referee(s) submit the specified form online

➤ 🖥 Web Form

❗ IMPORTANT

Once accepted into the university, submission of the following documents will be required.

- Official score report of English language proficiency tests (TOEFL®, IELTS, etc.)
- The original or the certified true copy of University Entrance Eligibility Documents
- The original or the certified true copy(ies) of Academic Transcripts

Application Completed!

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