

Application Handbook 2023 Enrollment AO Admissions (English Basis)

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- **ISSE Course** Information Systems Science and Engineering Course, Department of Information Science and Engineering, College of Information Science and Engineering

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IMPORTANT NOTES

- If the University decides that it is difficult to carry out admissions as stated in this Application Handbook due to the effect of COVID-19, there may be some changes. Changes regarding AO Admissions (English Basis) will be announced on this website: en.ritsumei.ac.jp/e-ug
- The University will check application documents after the application deadline and will contact applicants by E-mail. It is the applicant's responsibility to regularly check E-mail communication and respond in a timely manner.
- All times in this Application Handbook indicate Japan Standard Time (UTC+09).

Admissions Guidelines

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1. Admissions Policy

Education and research at the College of Information Science and Engineering encompasses a wide range of topics. These relate to the core knowledge of technologies, and their application at the cutting edge.

Our educational goal is to develop specialists and researchers with expertise in utilizing computers to obtain effective and innovative solutions to unforeseen issues. Graduates of CISE will be ready to play the leading role in a variety of organizations at the global level.

With these objectives in mind, we welcome prospective students with the following qualities and attitudes.

- (1) The prospective students should have acquired logical thinking skills and fundamental understanding of mathematics and natural sciences necessary to pursue studies in information science.
- (2) For those who are to choose one of the six courses provided in Japanese, they should have sufficient Japanese proficiency to understand and produce Japanese texts, as well as the fundamental proficiency in English. For those who are to be enrolled in the course provided in English, they should be able to display sufficient command of English to pursue academic studies in the language.
- (3) They should have acquired academic underpinnings to start a wide range of studies at the tertiary education level.
- (4) They should have wide and keen interests in academic fields related to information technology.
- (5) They should be strongly motivated to acquire the fundamentals of programming.

- (6) They should have sincere motivation to acquire specialized and advanced knowledge and technologies, ethical attitudes, and leadership.
- (7) They should be fully aware of the significance of skills for problem-identifying/solving and those for communication, and are ready to improve those skills to the more advanced levels.

2. Target of This Admission Method

The College of Information Science and Engineering aims to educate students to become professionals who are able to play active and leading roles in information technology teams anywhere in the world. In the Information Systems Science and Engineering Course, an English-mediated, project-based program, students will have ample opportunity to acquire skills and knowledge in information systems engineering necessary to function as innovative and competent specialists. After successful completion of the program, graduates are expected to be able to apply engineering knowledge acquired to resolve current and future issues societies face globally.

We seek to attract students from all over the world who are determined to take full advantage of the learning opportunities and diverse environment offered in the ISSE, with an aim to acquire leadership skills to play key roles in the globalized society. Prospective applicants to the program must have high school level knowledge of mathematics and science, and also English proficiency sufficient to understand college-level lectures and exercises. The applicants must be eager to learn new technology, and be able to work both individually and as part of a team.

3. Number of Students Accepted

| Enrollment | Number |
|------------|--------|
| April 2023 | 24 |

NOTES

- The Number indicated is the total place available for all application periods for 2023 enrollment through the admission method “AO Admissions (English Basis)”. The schedule of other application periods will be announced in May 2022.
- The number of accepted students in each admission may be lower than the number indicated above depending on the number of applications and the admission results. Unfilled places will be filled through other admission methods.

4. Application Period and Other Key Dates

| Enrollment | Period | Application Period | Final Result |
|------------|--------|------------------------------|---------------|
| April 2023 | 1 | 2022/2/16 Wed - 2022/3/8 Tue | 2022/4/28 Thu |

* Please see [8. Screening](#) for screening process.

5. Applying to Multiple Programs / Applying Multiple Times

(1) Applying to multiple programs at the same time

When applying to other English-medium undergraduate programs offered at Ritsumeikan University during the same application period, applicants must upload application documents and pay the application fees for each program. Applicants do not need to submit a different set of Letter(s) of Reference for each program as one can be used for all applications.

(2) Applying to the same program in more than one application period

There are multiple application periods set via the admission method “AO Admissions (English Basis)” and applicants can apply in more than one application period. In this case, applicants must upload application documents and pay the application fees for each application period.

6. Application Eligibility

Applicants MUST fulfill all the following three requirements: [\(1\) Nationality](#), [\(2\) University Entrance Eligibility](#), and [\(3\) English Language Proficiency](#).

(1) Nationality

Applicants must meet one of the following requirements.

- A. Possess non-Japanese nationality.

- B. Possess only Japanese nationality and have graduated or are to graduate, by the time of enrollment, from a) high schools/ senior secondary schools located abroad or b) international schools/ [foreign schools](#) located in Japan.

(2) University Entrance Eligibility

Applicants must meet one of the following criteria **before the enrollment date*** at Ritsumeikan University.

Applicants admitted into the University in the prospect of satisfying one of the requirements below should fulfill the requirement before the enrollment date; otherwise, the offer of admission will be revoked.

* Enrollment date: **April 1**

- A. Have completed a standard 12-year course curriculum, or an equivalent curriculum as designated by the Ministry of Education, Culture, Sports, Science and Technology (MEXT)
 - B. Have completed a 12-year course curriculum at an international school accredited by an international accrediting organization (WASC, CIS or ACSI)
 - C. Have completed a 12-year course curriculum at [a school for international students in Japan accredited by MEXT to be equivalent to a high school outside of Japan](#)
 - D. Possess a qualification of the International Baccalaureate Diploma, Abitur, Baccalaureate, or GCE A-Level
 - E. Have completed [an 11-year standard education curriculum in countries specified by MEXT](#)
 - e.g., Belarus, Myanmar, Peru, Russia, Sudan, Uzbekistan
 - F. Have completed school education in a country where the curriculum is shorter than 12 years and have completed [a Japanese pre-university preparatory course accredited by MEXT](#)
 - G. Have passed an exam demonstrating equivalent academic ability to completion of a standard 12-year course curriculum outside Japan and have reached 18 years of age
 - e.g., General Educational Development (GED)
 - H. Have passed the High School Equivalency Exam (高等学校卒業程度認定試験) / the University Entrance Qualification Exam (大学入学資格検定) provided by MEXT in Japan and have reached 18 years of age
 - I. Have been recognized, through an individual screening review by Ritsumeikan University, as having an academic ability equivalent to or greater than that of a person who has completed high school, from their academic background and other qualifications and have reached 18 years of age
 - ❖ The University recognizes applicants who graduate from Korean senior schools (朝鮮高級学校 Chosen Kokyu Gakko) as having met this requirement.
- Applicants who have completed a standard 12-year curriculum in less than 12 years with appropriate reasons, such as grade skipping or early graduation, will be regarded as having met the requirement.

Inquiry regarding eligibility

Applicants who wish to apply and are unsure if they meet the eligibility requirement, or those who wish to apply under “**Criteria I.**” must contact the International Admissions Office, three weeks prior to the start date of the application period. Visit en.ritsumeai.ac.jp/e-ug/apply/ru_inquiry.html/ to place your inquiry.

(3) English Language Proficiency

[\(3\)-A. English Test Score](#)

[\(3\)-B. Score Waiver](#)

(3)-A. English Test Score

- Applicants must take one of the tests listed below and achieve the minimum score indicated.
- The English tests must have been taken **within the two-year period before the last date of the application period** that the applicant applies for and the test score must be available during the application period.

| | | |
|------------------------------|-----|---|
| TOEFL iBT® Test | 71 | <ul style="list-style-type: none"> • The University accepts TOEFL iBT® Home Edition. • The University only accepts TOEFL iBT® scores from a single test date, not MyBest™ scores. |
| IELTS Academic Module | 5.5 | <ul style="list-style-type: none"> • The University accepts IELTS Indicator. |
| TOEIC® L&R Test | 730 | - |
| Duolingo English Test | 95 | <ul style="list-style-type: none"> • The University only accepts Tests based on a 160-point scale. |

- The University does not accept institutional tests such as TOEFL ITP® Test or TOEIC® IP Test.

TOEIC® and TOEFL® are registered trademarks of Educational Testing Service (ETS).

(3)-B. Score Waiver

Submission of English test scores listed above is not required of applicants whose most recent 6 years of formal education before the enrollment date were conducted and instructed only in English.

7. Application Procedure

[\(1\) Application Overview](#) [\(2\) Ritsu-Mate](#) [\(3\) Application Fee](#) [\(4\) Submission of Application Documents](#)

In order to complete an application, applicants must pay the application fee and submit required documents during the application period. Please consult the [Application Flowchart \(en.ritsumei.ac.jp/e-ug/apply.pdf\)](http://en.ritsumei.ac.jp/e-ug/apply.pdf) for the entire process of the application.

(1) Application Overview

Please check the chart below for the methods and deadlines of each application procedure.

| WHAT TO DO | HOW | WHEN | |
|---|--|--|---|
| 1. Create Account | Via Ritsu-Mate | By the application deadline * ¹ | |
| 2. Register Application | | 7.(2) | From 10:00 AM on the first day of the application period until 11:00 PM on the last day of the application period * ¹ |
| 3. Register International Student Information *Only if applicable | | | |
| 4. Pay Application Fee | Via Ritsu-Mate | 7.(3) | |
| 5. Upload Application Documents | Via Ritsu-Mate | 7.(4) | |
| 6. Submit 2 Letters of Reference | Via web form (must be submitted by the referee) | 7.(4) | During the application period |

*¹ Ritsu-Mate is not available between 7:30 PM on Wednesday and 5:30 AM on Thursday due to weekly system maintenance.

IMPORTANT NOTES

- Submission of application documents and payment of Application Fee(s) must be completed by the end of the application deadline. The University will NOT accept applications submitted after the application period.**

(2) Ritsu-Mate

Application documents, except for the Letters of Reference, must be submitted via Ritsu-Mate (Ritsumeikan University Online Application System). To create an account, access Ritsu-Mate and follow the instructions on Ritsu-Mate Manual below.

[Apply via Ritsu-Mate](http://www.ritsumei.ac.jp/applicants/)
www.ritsumei.ac.jp/applicants/

Ritsu-Mate Manual
en.ritsumei.ac.jp/e-ug/apply/download/download.html/

(3) Application Fee

IMPORTANT NOTES

- The University will NOT accept an application, unless we are able to confirm receipt of the Application Fee by the application deadline.**
 - The application fee will not be refunded in any circumstances, including overpayment, as it will cover the administrative cost of application processing and eligibility evaluation.
 - Applicants unable to pay via the following payment methods and wish to pay via wire transfer must contact the International Admissions Office at least one week before the application deadline.
- Application Fee Amount: **5,500 JPY** (Application Fee 5,000 JPY + Transaction Fee 500 JPY)
 - Payment can be made via Ritsu-Mate by the following methods. To make the payment, applicants must visit Ritsu-Mate and proceed from the "Pay Application Fee" section.
 - A. Credit card
 - B. PayPal
 - C. Alipay
 - D. Convenience store* (Only in Japan)

*Convenience store payment is available only for applicants residing in Japan. Applicants must go to the designated convenience store to complete payment after receiving a confirmation number through Ritsu-Mate.

(4) Submission of Application Documents

| | |
|---|---|
| <ol style="list-style-type: none"> 1. Application Sheet (with photograph attached) 2. Registration Form 3. Application Essays 4. Documents Proving University Entrance Eligibility 5. Academic Transcripts 6. Documents Proving English Language Proficiency 7. Photocopy of Passport 8. Photocopy of Residence Card *Relevant Applicants only 9. Awards *Optional | Upload to Ritsu-Mate |
| <ol style="list-style-type: none"> 10. Letters of Reference: 2 Letters | Have your referees submit the specified form online |

IMPORTANT NOTES

- ❑ **If any false information or forgeries are found in the submitted documents before or after enrollment, application and acceptance into the University will be revoked.**
- ❑ Once accepted into the University, submission of the following documents is required.
 - ◆ The Original or the Certified True Copy of documents proving University Entrance Eligibility
 - ◆ The Original or the Certified True Copy(ies) of Academic Transcripts
 - ◆ Official English Language Test score report

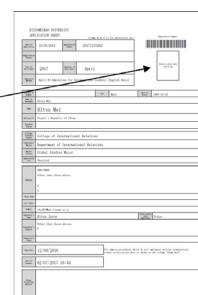
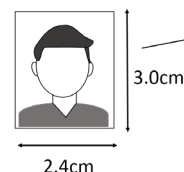
In principle, applicants who only have the soft copy of the above documents at the time of application must obtain the original hard copy to be sent to the University after acceptance.
For details, see [3. Submitting Enrollment Documents](#).
- ❑ All documents must be written in either English or Japanese. (The Application Essays must be written in English.) For documents that are not written in English or Japanese, an official translation must be submitted along with the Original. Translations certified by an embassy/consulate or an appropriate private office will be accepted.
- ❑ No changes to the application are allowed once uploaded or submitted unless instructed by the University.
- ❑ Documents other than indicated will not be considered as a part of an application.
- ❑ The University will not accept incomplete application documents. When required by the University, applicants must take appropriate action, such as submitting additional documents, by each indicated deadline.
- ❑ Confidential documents officially sealed in an envelope by the issuing body to be submitted to the University directly, must be sent by post to the International Admissions Office, instead of being uploaded to Ritsu-Mate. See [notes for posting documents](#) for instructions.

1. Application Sheet (with photograph attached)

- Download from Ritsu-Mate after completing registration and payment of Application Fee.
- Attach a photograph on the photo attachment space.

Photo Specifications

- Must be taken within three months before the application.
- Must be 3 centimeters high by 2.4 centimeters wide.
- Must be in color showing a front view above the chest level with a plain background.
- Must show the entire head, from the top of the hair to the bottom of the chin.
- No cap or hat is allowed.
- Cutouts from personal photos are not acceptable.



2. Registration Form

- Available for download [here: en.ritsumei.ac.jp/e-ug/apply/download/download.html/](http://en.ritsumei.ac.jp/e-ug/apply/download/download.html/)
- Must be typed. Follow the instructions written on Registration Form.

3. Application Essays

- Available for download [here: en.ritsumei.ac.jp/e-ug/apply/download/download.html/](http://en.ritsumei.ac.jp/e-ug/apply/download/download.html/)
- Must be typed in English following the instructions in the "Application Essays" Form.
- Topic of the essays are instructed in the "Application Essays" Form.

4. Documents Proving University Entrance Eligibility

- Upload documents as instructed below depending on the University Entrance Eligibility the applicant falls under.
- See [6. \(2\) University Entrance Eligibility](#) for details of each criteria.
- **The document must include a school stamp or headmaster's signature.**

| Criteria | Documents to upload |
|----------|---|
| A, B, C | <p>Documents that prove completion (or scheduled completion) of a standard 12-year school curriculum (e.g. Certificate of High School Graduation, Certificate of Scheduled High School Graduation, High School Diploma). <i>If necessary, a template for 'Certificate of (Scheduled) High School Graduation' can be downloaded here: en.ritsumei.ac.jp/e-ug/form.html</i></p> <ul style="list-style-type: none"> ○ Applicants from countries/regions where, high school graduation certificates are not issued, and the national exam (or equivalent) results serve as a qualification for university entrance and completion of secondary education, must provide the Original certificate(s) of these exam results. Applicants who have not yet taken these exams at the time of application must ask the school to provide a letter which proves scheduled attendance in such exams by detailing the Month and Year of the examination. ○ If an applicant completes a 12-year school curriculum in less than 12 years by grade skipping or early graduation, submit an official document issued by the school explaining the reason for the early completion and details such as the skipped grade and date. |
| D | <p>Diploma and Certificate of results of International Baccalaureate, or Baccalaureate. Certificate of results of Abitur or GCE A-Level.</p> <p>Applicants who will obtain these qualifications after the application deadline must submit the following:</p> <ul style="list-style-type: none"> • IB Full Diploma Candidates: IB Predicted Grades • GCE A-Level Candidates: Predicted GCE A-Level Grades • Abitur/ Baccalaureate Candidates: A letter from school which states the Month and Year of the scheduled attendance in Abitur/ Baccalaureate final examination. |
| E | <p>Documents that prove completion (or scheduled completion) of a standard high school/senior secondary school curriculum (e.g. Certificate of High School Graduation, Certificate of Scheduled High School Graduation, High School Diploma). <i>If necessary, a template for 'Certificate of (Scheduled) High School Graduation' can be downloaded here: en.ritsumei.ac.jp/e-ug/form.html</i></p> |
| F | <p>Both of the following: 1) Certificate of High School/Senior Secondary School Graduation 2) Certificate of (scheduled) Graduation of Japanese Pre-university Preparatory Course</p> |
| G | Pass Certificate and grades |
| H | Pass Certificate of High School Equivalency Exam (高等学校卒業程度認定試験) / the University Entrance Qualification Exam (大学入学資格検定) |
| I | Document(s) which prove eligibility for university entrance under the condition stated in 6. (2) University entrance eligibility. |

5. Academic Transcripts

Upload Academic Transcripts for all grades of high school or senior secondary education.

- The Academic Transcripts must include a school stamp or headmaster's signature.
- Applicants who have not yet graduated from high school must submit the most recent transcripts available.

WHERE POSSIBLE

Upload certificates below by attaching them to your Academic Transcripts into one file.

- Certificate(s) of results for national university entrance exams or equivalent (for those countries that hold such exams)
- Certificate(s) of results for standardized tests such as SAT, ACT, etc.
 - ❖ SAT Subject Tests are not accepted.
 - ❖ Request College Board to send the official score report to the University after being accepted, before the deadline of the "Document Submission 1" period. (College Code: 5766)

6. Documents Proving English Language Proficiency

- Check the requirements on [6. \(3\) English Language Proficiency](#)
- Upload one of the following documents.
- The test results will only be considered valid if the test was taken **within the two-year period before the last date of the application period** and the test score is available during the application period.

| |
|---|
| TOEFL iBT® Test |
| A copy of the Test Taker Score Report |
| * Request ETS to send the Test Taker Score Report to the University after being accepted, before the deadline of the "Document Submission 1" period. (Institution Code: 0659) |
| IELTS (Academic Module) |
| A copy of IELTS (Academic Module) Test Report Form |

| |
|---|
| IELTS Indicator |
| 1) A screenshot of IELTS Indicator result and 2) Request the testing organization to send your score online to Ritsumeikan University. The result must be received by the University by the application deadline. |
| TOEIC® L&R Test |
| A copy of TOEIC® L&R Test Official Score Certificate |
| Duolingo English Test |
| 1) A screenshot of Duolingo English Test score certificate and 2) Send test result online via Duolingo English Test website . Choose “Ritsumeikan University” from the list when choosing the organization. The test result must be received by the University by the application deadline. |
| Proof of English Test Score Waiver |
| Evidence that most recent 6 years of formal education before the enrollment date were conducted and instructed only in English. The University accepts evidence such as; <ul style="list-style-type: none"> • A letter or a school profile that states the medium of instruction • English Language Test Score Waiver Request Form Evidence is required from all schools enrolled during the 6 years. |

7. Photocopy of Passport

- Upload a photocopy of the page showing the photo, name and passport number.
- If an applicant does not have a valid passport, submit a photocopy of another official certificate of birth or home country, such as a birth certificate or an official registry.
- If an applicant possesses more than one nationality, submit copies of ALL passports.

8. Photocopy of Residence Card *Relevant Applicants only

- Non-Japanese applicants who have residence status in Japan at the time of application must submit copies of both sides of their Residence Card (在留カード, Zairyu-Card).

9. Awards *Optional

- Where applicable, an applicant may upload evidence of awards (copies of certificates and contact information for the awarding organizations) received for achievements in mathematics, science, and computer programming.
- Awards in fields other than the 3 aforementioned areas will not be considered.

10. Letters of Reference

2 Letters

Provide [the link](#) of the Letter of Reference form to your referees and have them complete the form online. By filling out the necessary information and including the referee’s digital signature, the form will be completed to be submitted directly to the University.

- The letters must be written in English or Japanese by teachers/staff members at applicants’ school.
- If the applicant has already graduated from high school and cannot obtain a letter of reference from teachers/staff members of the school, letters from those who know the applicant well, such as supervisors or managers at place of employment may be acceptable. Recommendations from family members or friends are NOT acceptable.
- The University may contact the referees for confirmation.

Posting Documents (Only where applicable)

- Confidential documents officially sealed in an envelope by the issuing body to be submitted to the University directly, must be sent by post to the International Admissions Office, instead of being uploaded to Ritsu-Mate.
- **These documents must be postmarked or collected by the courier service by the application deadline.**
- Specify the documents being sent by post in the Registration Form.
- DO NOT USE REGULAR MAIL. To submit from outside Japan, applicants must use traceable EMS or a courier service (DHL, FedEx, OCS, etc.). To submit from Japan, applicants must use registered express mail (簡易書留速達郵便, Kanikakitome Sokutatsu Yubin).

MAILING ADDRESS TO SUBMIT

International Admissions Office at Kinugasa Campus
Ritsumeikan University
56-1 Tojiin Kitamachi, Kita-ku, Kyoto
603-8577 (or 603-8346), Japan
TEL: +81-75-465-8162

8. Screening

The decision on an application will be made based on a review of application documents.



9. Notification of Results

(1) Notification of Application Number

The Application number will be shown on the Examination Sheet. It is available for download via Ritsu-Mate from 10:00 AM on the previous day of the final result notification date.

Refer to [Ritsu-Mate Manual](#) for further information.

(2) Notification Methods

Applicants will be notified of their results by the following three methods.

1) Website en.ritsume.ac.jp/e-ug/

Application numbers of applicants who are accepted into the University will be announced on the website above from 10:00 AM on the result notification date for one week.

2) Ritsu-Mate

Results can be confirmed from the “Examination Result” button on Ritsu-Mate from 10:00 AM on the result notification date for one week.

3) Postal Mail

The University notifies the results to each successful applicant by registered mail to addresses in Japan, or by courier to addresses outside Japan. It may take a few days to reach applicants. Applicants should contact the International Admissions Office if they do not receive their result within 7 days.

The University will not send out results to applicants who are not accepted into the university.

IMPORTANT NOTES

- The University will not provide any further information regarding the results.
- If any accidents occur during the mailing process, the University shall not be held responsible for any loss or leakage of personal information.

10. Notes for Applicants

- (1) In order for the applicants to better understand Information Systems Science and Engineering, in addition to completing basic Algebra subjects, taking at least one subject of Physics, Chemistry, Biology, and Computer Science is recommended. However please note that this will not affect the application procedure and the University Entrance Eligibility.
- (2) The College of Information Science and Engineering will be relocated to Osaka Ibaraki Campus in April 2024. Students enrolling in 2023 will continue studies for their second year onwards at Osaka Ibaraki Campus. See [here \(en.ritsume.ac.jp/e-ug/update/relocation.html/\)](http://en.ritsume.ac.jp/e-ug/update/relocation.html/) for details.

Admissions Support for Applicants with Disabilities or Medical Conditions

If an applicant requires special assistance during the admission process and/or class work after admission due to illness, injury, or physical disability, please contact the International Admissions Office one month prior to the beginning of the application period. In case of delay of contact or depending on content of request, the University might not be able to confirm necessary support measures in advance. People considering an application should contact the International Admissions Office as soon as possible. Information about requests will be shared with relevant sections of the University.

Enrollment Procedures

1. [Important Dates](#)
2. [Payment of Enrollment Procedure Fees](#)
3. [Submitting Enrollment Documents](#)

- Enrollment Procedures consist of paying enrollment procedure fees (Admission Fee and Tuition Fee(s)) and submitting the required enrollment documents that will be sent to successful applicants around 2-4 months before the enrollment date.
- These procedures must be completed within the designated time periods.
- Further information will be instructed to successful applicants with notification of the application results by E-mail.

IMPORTANT NOTES

- If applicants do not complete each procedure by the designated deadlines, enrollment into the University will be cancelled.**
- Applicants who could only obtain Unofficial Transcripts at the time of application must submit the Official Academic Transcripts at the time of Document Submission 1. This official document must state the same contents as the Unofficial Transcripts submitted at the time of application.

1. Important Dates

| | |
|------------------------------|---|
| Payment 1 | Payment of Admission Fee |
| Payment 2 | Payment of Tuition Fee(s) and Miscellaneous Membership Fees |
| Document Submission 1 | <ul style="list-style-type: none"> • Original or the Certified True Copy of documents proving University Entrance Eligibility (For those who will have graduated by Document Submission 1 period) • Original or the Certified True Copy(ies) of Academic Transcripts • Official English Language Test score report • COE application and relevant documents (For International Students ONLY) |
| Document Submission 2 | <ul style="list-style-type: none"> • Original or the Certified True Copy of documents proving University Entrance Eligibility (For those unable to submit during Document Submission 1 period as they will not have graduated by then) • Other Enrollment Documents |

| Enrollment | Period | Payment 1 | Payment 2 | Document Submission 1 | Document Submission 2 |
|------------|--------|----------------------------------|-----------------------------------|-----------------------------------|---------------------------------|
| April 2023 | 1 | 2022/4/29 Fri – 2022/5/12 Thu | 2022/9/30 Fri - 2022/10/20 Thu | 2022/11/18 Fri - 2022/12/1 Thu | 2023/3/8 Wed - 2023/3/17 Fri |

2. Payment of Enrollment Procedure Fees

(1) Payment Steps

Payment 1: Admission Fee

- The Admission Fee must be paid during the period for Payment 1.
- Please note that once it has been received, the Admission Fee cannot be refunded in any circumstances.

Payment 2: Tuition Fee(s) and Miscellaneous Membership Fees

- The Tuition Fee(s) must be paid during the period for Payment 2.
- Miscellaneous Membership Fees for 2023 are collected at the same time.

(2) Payment Options

To make payment of Enrollment Procedure Fees, following payment methods are available.

| April Enrollment | |
|--|---|
| Option A) Pay in 2 Installments | <ol style="list-style-type: none"> 1) Pay Admission Fee during the period of Payment 1. 2) Pay Tuition Fees for first and second semesters together during the period of Payment 2. |
| Option B) Pay in 3 Installments | <ol style="list-style-type: none"> 1) Pay Admission Fee during the period of Payment 1. 2) Pay Tuition Fee for first semester during the period of Payment 2. 3) Pay Tuition Fee for second semester by November 30, 2023. |

(3) Refund of Tuition Fee(s) When a Student Cancels Enrollment

If a successful applicant cancels enrollment by March 31, 2023 for April 2023 Enrollment by submitting the designated form “Cancellation of Enrollment and Request for Refund of Fees Paid at Enrollment (Excluding Admission Fee)”, Tuition Fee(s) and Membership Fees will be refunded to the applicant.

- The Admission Fee will not be refunded in any circumstances.
- No claims for refund will be accepted on or after April 1, 2023.
- For a copy of the designated form, contact the International Admissions Office at ru-iadm@st.ritsumei.ac.jp

3. Submitting Enrollment Documents

Certain enrollment documents must be submitted online (via Ritsu-Mate) while other documents must be submitted by post. Refer to details in the “After Admission” webpage for successful applicants.

- Successful applicants living outside Japan must use traceable EMS or a courier service (DHL, FedEx, OCS, etc.) to submit Enrollment Documents.
- Successful applicants living in Japan must use registered express mail (簡易書留速達郵便, Kanikakitome Sokutatsu Yubin) to submit Enrollment Documents.
- The package containing the Enrollment Documents **must be postmarked or collected by the courier service by designated deadlines.**
- Certain documents such as TOEFL® Score Reports, SAT and ACT scores must be sent directly to the University from the official body. Ritsumeikan University’s Institution Codes are as follows:

TOEFL®: 0659

SAT: 5766

ACT: 1366

Admission Fee, Tuition Fees, and Other Membership Fees

- [University Fees and Other Fees for Students Enrolling in 2023](#)
- [The Student Union and Parents Association of Student Education Assistance](#)

1. University Fees and Other Fees for Students Enrolling in 2023

Fees for 2023 enrollees will be released on the website once finalized: en.ritsumeai.ac.jp/e-ug/financial_info/fees.html/
For reference, fees below are for students who enrolled in 2022.

(1) Admission Fee and Tuition Fees

FOR REFERENCE Fee(s) for students enrolled in 2022 (Unit: JPY)

| Enrollment | AY 2022 | | | | AY 2023 and beyond | |
|------------|---------------|-----------------------------|---------------------------|-----------|----------------------|-----------|
| | Admission Fee | Tuition for Spring Semester | Tuition for Fall Semester | Total | Tuition Per Semester | Total |
| April | 200,000 | 785,400 | 785,400 | 1,770,800 | 785,400 | 1,570,800 |

NOTES

- Spring Semester: April to September / Fall Semester: September to March
- The Admission Fee is only paid in the first year.
- Separate fees may be charged if a student takes certain courses.
- Changes to Tuition Fees may be proposed when social factors, such as rapid inflation, have a significant impact on the University.
- Payment of the Miscellaneous Membership Fees detailed in [\(2\) Miscellaneous Membership Fees](#) is carried out at the same time as payment of Tuition Fee(s).

(2) Miscellaneous Membership Fees

The University collects fees on behalf of the various groups detailed in the table below. These Membership Fees are collected at the same time as Tuition Fee(s).

FOR REFERENCE AY 2022 fees for students enrolled in 2022 (Unit: JPY)

| Enrollment | Student Government Board | | Parents Association of Student Education Assistance | | Total |
|------------|--------------------------|-----------------------|---|-----------------------|--------|
| | Registration Fee | Annual Membership Fee | Registration Fee | Annual Membership Fee | |
| April | 3,000 | 5,000 | 5,000 | 10,000 | 23,000 |

NOTES

- Registration Fees for the Student Government Board and Parents Association of Student Education Assistance are only collected in the first year.
- Membership Fees for the Student Government Board and Parents Association of Student Education Assistance can only be paid in one payment.

(3) Payment Amount for Each Step of the Enrollment Procedures

FOR REFERENCE AY 2022 fees for students enrolled in 2022 (Unit: JPY)

| Enrollment | Payment 1 | Payment 2 | | |
|------------|-----------|---|----------------------------------|--|
| | | (a) Paying in Fees in Full | (b) Paying in 2 Installments | |
| | | Tuition Fees for Spring & Fall Semester | Tuition Fees for Spring Semester | Amount to be paid in the Fall Semester |
| April | 200,000 | 1,593,800 | 808,400 | 785,400 |

* See [2. \(2\) Payment Options](#) for details on payment options

NOTES

The University will send information to the student about Payment 2 in October. The Tuition Fee payment deadline for the Fall Semester (if paying in 2 installments) is November 30, 2023. If financial institutions are closed on November 30, the payment deadline will be the next business day.

2. The Student Union and Parents Association of Student Education Assistance

(1) The Student Union

The Ritsumeikan University Student Union (hereafter the Union) is a self-governed organization formed by Ritsumeikan University undergraduate students with the aim of contributing to the improvement and expansion of academic and extra-curricular activities alongside development of the academy. The Union conducts scholastic, athletic, and volunteer extracurricular activities, such as welcome events for new students and the yearly school festival, as well as contributing to the improvement of the overall learning environment and convenience of student life.

Due to the COVID-19 pandemic, from FY2020 onwards, in-person activities were restricted and limited. The Union has since commenced methods to interact with new students in the virtual space, such as the [Ritsumeikan Cyber Campus] public site, to discover new ways for interaction between members. The Union will continue to utilize fees primarily for the support of its members, such as welcome events for new members, the operation of the annual University Festival, and supporting members' extra-curricular activities. Ritsumeikan University believes that the autonomous and voluntary activities of the Union are an important aspect of students' personal development, and therefore supports their activities. In addition, the university is partially responsible for managing the Union's budget and formulating its activity policy.

(2) Parents Association of Student Education Assistance

The Parents Association of Student Education Assistance strives to support educational activities and increase communication between students and parents in accordance with the educational policies of Ritsumeikan University while also promoting friendship between its members. This includes supporting student life through social activities and scholarships as well as conducting activities to support students in their search for post-graduate employment.

1. Status of Residence of International Students

In principle, individuals without Japanese nationality or a valid status of residence in Japan must acquire the status of residence “Student” in order to enter Japan as a university student.

- ❖ International students at Ritsumeikan University are, in many cases, required to possess the status of residence “Student” in order to apply for scholarships.

2. COE and Obtaining a Student Visa

In order to acquire the status of residence “Student”, individuals without Japanese nationality must show a “Student” visa at the immigration control when entering Japan. A “Student” visa will be issued at a Japanese embassy or consulate in the country or region of residence.

To apply for a “Student” visa, students will need to submit a “Certificate of Eligibility (COE)”. The COE can only be issued by the immigration bureau in Japan when the proxy in Japan, such as the university students intend to enroll at, makes an application on behalf.

The University will apply for the COE on behalf of the successful applicants from outside Japan only when we judge that a COE is necessary for them and that they meet all the following requirements.

- (1) Applicant is currently living outside of Japan and requires a COE to obtain a “Student” visa.
- (2) Applicant has paid the Admission Fee, Tuition Fee(s), and other required fees by the stipulated deadline.
- (3) Applicant has submitted all the required documents by the stipulated deadline and can prove that they have sufficient finances available to cover their period of study.

Before applying for the COE on behalf of the successful applicants, the University must confirm the applicant’s intent to enroll. The University considers payment of all required Enrollment Procedures Fees by the successful applicants to be a confirmation of their intent to enroll.

Applicants who are to obtain Student Visa, must submit the required documents during the “Document Submission 1” period specified in [3. Submitting Enrollment Documents](#).

More information about the procedures relating to acquiring a status of residence in Japan will be provided in the [After-Admission webpage](#).

NOTES

- Those with Japanese nationality and those living in Japan who possess a valid Japanese Residence Card with a valid Residence Status do not need to apply for a Certificate of Eligibility (COE).
- The university will not provide support for students who intend to apply for visa types other than the “Student” visa.
- **For those in Japan on a “Short-Term Stay” travel visa:** Ritsumeikan University does not accept applications to change a person’s Residence Status from “Short-Term Stay” to “Student” while in Japan.

Ritsumeikan University Tuition Reduction Scholarship for International Students

This scholarship is only for students who possess the status of residence “Student” by the time of enrollment and who need financial support to pursue their study at the University. A tuition reduction of at least 20% is awarded, with 50% and 100% offered to the most outstanding applicants. The recipients and amount of the tuition reduction will be determined based on the applicants’ screening results.

- Students in their second year and above who have fulfilled the grade criteria are able to apply for tuition reduction. Tuition Reduction category selection will be based on the grades that the student has obtained.
- Information on other scholarships is also available on the website: en.ritsumei.ac.jp/e-ug/

| Type | Reduction | Period |
|-------------------|-----------------|----------|
| Undergraduate I | 100% of Tuition | One Year |
| Undergraduate II | 50% of Tuition | |
| Undergraduate III | 20% of Tuition | |

Personal Information Policy

Personal information collected from individuals during the admissions process will be handled in accordance with the following.

1. Purpose of Use of Personal Information

- (1) To carry out the admissions process, such as screening, mailing interview information sheets, holding interviews, etc.
- (2) To notify results
- (3) To send enrollment-related documents
- (4) To make documents relating to the Certificate of Eligibility
- (5) To send information regarding orientation sessions for international students
- (6) To send information regarding student life, such as housing, insurance, National Federation of University Co-operative Associations, etc.
- (7) To send various questionnaires after admission
- (8) To manage student records after their enrollment

2. Management of Personal Information

Ritsumeikan University will manage the personal information of applicants in compliance with relevant Japanese laws and regulations. Information will be managed securely to prevent loss, destruction or divulgence.

3. Outsourcing Services Associated with the Provision of Personal Data

Ritsumeikan University may outsource certain work that includes the handling of personal data to a third-party entity having executed an agreement on the proper handling of personal information.

4. Statistical Use of Personal Information

Ritsumeikan University may use data extracted from applicants’ personal information to conduct various statistical analyses to be used for surveys and research relating to the admission process. This data may also be provided to students interested in applying to Ritsumeikan University. However, the University shall ensure that any information made public cannot be used to identify specific individuals.