Important Notes

❑ Applicants are highly recommended to go through this manual when using Ritsu-Mate.
❑ All times in this manual indicate Japan Standard Time (UTC+09).

desk想想

Prepare the items below before you start using Ritsu-Mate

❑ Valid Email Address
   Your email address will be your Ritsu-Mate login ID. Please use an email address which is most frequently used with no possibilities of changes or deletion during the whole application process. In case there is set mail rejection, enable settings to receive emails from "@st.ritsumei.ac.jp".

❑ Supported Browser
   • Windows: Microsoft Edge, Internet Explorer 11.0, Google Chrome, Mozilla Firefox
   • MacOS: Safari 10 or latest
   • iOS10: Apple Safari
   • Android 7.0: Google Chrome

❑ Adobe Acrobat Reader (Free) by Adobe Systems Inc., or equivalent

❑ Valid Credit Card, PayPal account, or Alipay account for payment of Application fee*

❑ Personal and your guarantor’s information

❑ Documents to upload

❑ Application Handbook

*Not applicable for those paying the Application Fee by wire transfer.

Start Now
Create Account
Register your Information

Register Application
Register International Student Information
Pay Application Fee
Download Application Sheet
Upload Application Documents

10:00AM on the first day of application period until
11:00PM on the last day of application period

On Result Notification Date
Confirm your Result
Create Account

- Click **Create Account**
- In the upper right, click **ENGLISH** to switch language

![Create Account Screen](image)

- Read the Terms of Use in full, select **I agree**
- Click **Next >**

![Terms of Use Screen](image)

- Enter your email address, and click **Submit**
- Your email address will be your login ID. Choose an email that you use often and will not expire.
Create Account

- Check your Email inbox (and junk box or spam folder)
- Click URL indicated in the confirmation email
- Email subject: 立命館大学「Ritsu-Mateメンバー」登録申請受付メール／Registration for the "Ritsu-Mate Member" of Ritsumeikan University

Can I change the registered email address?
Why did I not receive any confirmation email?
• Complete account registration to start using Ritsu-mate.
• Input information in either 登録(日本語) / Register (Japanese) in the upper section OR 登録(英語)/Register (English) in the lower section
• Click 入力内容確認へ進む / Confirm to proceed

- Login Password
  - Your password must be composed of 6 to 8 alphanumeric characters (a-z, A-Z, 0-9)
  - The first character must be an alphabet

- Undergraduate/Graduate
  Select Undergraduate Entrance Examination

- Country of Residence
  Enter the country where you live at the time of application.

• Confirm the information displayed and click Register

Note: Once you click 登録 / Register, your information cannot be changed.
Register Information

- Click 閉じる/Close once completed
- Check your Email inbox (and junk box or spam folder)
- Click URL indicated in the confirmation email
- Email subject: Ritsu-Mate登録完了メール/Completion of your registration for the "Ritsu-Mate Member" of Ritsumeikan University

- Use your registered email address and password to log in
- If you have forgotten your password, please click Reset Password and reset your password using your registered email address.
• Go to the menu page
• Click **Register Application Information for Undergraduate Schools**

**NOTE:**
The application registration can be made from 10:00 AM (Japan Standard Time) of the first day of the application period.

**Access Ritsu-Mate**
www.ritsumei.ac.jp/applicants/

• Read the Terms of Use in full, select **I agree**
• Click **Next >**

• Select the semester of enrollment

**Related FAQ**
• I do not see the "Register Application Information for Undergraduate Schools"
• Select the college you are applying for

• Select the department you are applying for

• Select the major
• Click Next >

Note:
Displayed on your screen will be the Colleges/ Departments/ Majors/ Course available for application at the time of log in. See the Application Handbook for application schedule.

• Can I apply to multiple programs?
• Choose **AO Admissions**

• Confirm the Application Fee Payment Deadline
• Click **Next >**

**Note:**
• In addition to the displayed Application Fee, a transaction fee will be charged.
• The payment must be completed by 11:00 PM of the application deadline.
Register Application – Personal Information

Enter all the necessary information, following the displayed guidelines and instructions below. Click **Next >** to proceed.

### Name*

- Use all CAPITAL LETTERS for family name or surname. Capitalize the first letters of given names. e.g., *DOE Jane*
- Middle names may be abbreviated to an initial and a period by the University if they are too long to be registered on the University’s system.
- **Applicants without Japanese Nationality**: Input name as recorded in an official certificate of home country, such as a passport, a birth certificate or an official registry in the **English alphabet**.
- **Applicants with Japanese Nationality**: Input name as written in the official family registry (戸籍, koseki) or Certificate of Residence (住民票, juminhyo). Do NOT use English alphabet. **Name (katakana)** must be filled in.
- **Applicants without Japanese Nationality who hold (or scheduled to hold) [Student] Status of Residence**: Input name in Alphabet script as written on an official Passport or a Certificate of Residence (住民票, juminhyo).
- **Applicants without Japanese Nationality who hold (or scheduled to hold) Mid-Long Term Status of Residence other than that of [Student]**: Input name as written in a Certificate of Residence (住民票, juminhyo) or other Official Document(s) such as official identity document(s) or registered Legal Alias.
  - Requests for usage of other names not applicable to above rules, must be directed to the International Admissions Office before each application period.

#### Name (Katakana)

- Enter your name in Katakana
- **Applicants with Japanese Nationality** must fill in this field
- Foreign nationals who do not know the proper writing in katakana for their names may leave the field blank.

### Application Fee*

Select **Required**

### Postal code* and Prefecture*

- **Overseas Address**: Enter *999-9999 for Postal Code,*
- **Overseas Address**: Enter *Other than those above* for prefecture
- **Japanese Address**: Search Service Available (Click Search Icon)

### Address A*/B/C*

- Input your address in **Address A**
- Use **Address B** if you need more spaces
- Input your Country and Postal Code in **Address C**
- Each field can be typed up to 40 characters
- Abbreviations can be used to avoid exceeding 40 characters e.g., St. (Street), Blvd. (Boulevard)
- **Overseas Address**: Type in English Alphabet even for countries or regions where Chinese characters are used.

### Telephone Number

- Enter a valid telephone number. The International Admissions Office may contact you about the application.
- Insert hyphens between the numbers (e.g., 000-000-0000)
- Either a **Home Telephone Number** or a **Mobile Telephone Number** must be entered.

### Guarantor

- Select your father, mother, brother, sister, or spouse as guarantor.
- If none of the above relatives can become a guarantor, fill in the address, name, etc., of a someone who is not a dependent and can reliably fulfill their responsibilities as a guarantor.

**NOTE**: The guarantor’s contact information will be used when the University needs to contact the guarantor urgently. A guarantor must be a parent, elder brother or elder sister. However, if none of them can be a guarantor, appoint a person who makes an independent living and is able to fulfill his or her obligations as a guarantor. Applicants may also be able to appoint a spouse, brother, sister, or adult child as a guarantor if the applicant is currently working fulltime. If applicants wish to appoint a person other than stated above as a guarantor, applicants must contact the University at the time of enrollment or the orientation for international students.
Register Application – Personal Information

- Enter all the necessary information, following the displayed guidelines and instructions below
- Click Next > to proceed

<table>
<thead>
<tr>
<th>High School Code*</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Schools outside Japan &amp; International Schools in Japan: Enter 52000E</td>
</tr>
<tr>
<td>Japanese High Schools (except International Schools): Click the search icon, enter the high school name and search (partial match). Retype your high school name and country in English.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>High School Name*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter your high school name and country in English alphabet (e.g., ABC Foreign Language High School, China)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>High School Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Schools Overseas &amp; International Schools in Japan: Select Foreign School</td>
</tr>
</tbody>
</table>

Register Application – Questionnaire

- Check all applicable items
- Click Next >

**Note:** Your answer to this questionnaire has no impact on your examination result.
• Confirm the information displayed
• Click < Back to return to the previous screen if you need to modify information
• Applicants are recommended to take a snapshot of this screen for record of the application details
• Click Register > to proceed

Note: Once you click Register, your information cannot be changed. If you need to make any changes after clicking Register, contact the International Admissions Office.

• Confirm the following screen and click Completed
• You will be redirected to the top page

NEXT

• Applicants who do NOT possess Japanese Nationality: Register International Student Information
• Applicants with Japanese Nationality: Pay Application Fee
• Applying to multiple programs: Repeat this section

Related FAQ

• What is my high school code? See FAQ
Register Application - International Student Information

This section is applicable only if you do not possess Japanese Nationality

- From the top page, click **International Student Register**
- Confirm the application information
- Click **Reg** to register

**Note:** Log out and log in again if your application information is not displayed

- Enter all the necessary information, following the displayed guidelines and instruction on the next page
• Enter all the necessary information, following the displayed guidelines and instruction below
• Click **Next >** to proceed

<table>
<thead>
<tr>
<th>Name*</th>
</tr>
</thead>
</table>
| • Use all CAPITAL LETTERS for family name or surname. Capitalize the first letters of given names *e.g.*, **DOE Jane**  
| • Write in English alphabet  
| • Middle names may be abbreviated to an initial and a period by the University if they are too long to be registered on the University’s system  
| • Input name as recorded in an official certificate of home country, such as a passport, a birth certificate or an official registry in the English alphabet.  
| • Applicants with Special Permanent Residency (特別永住者) Input name as recorded in the Certificate of Residence (住民票, juminhyo) or passport. If the applicant wishes to use a name other than the formal name in a passport (an alias) after enrolling at Ritsumeikan University, the applicant may write the alias, as recorded in the Certificate of Residence (住民票, juminhyo), as well as real name in parentheses next to the alias. |

<table>
<thead>
<tr>
<th>Resident Status and Expiry Date</th>
</tr>
</thead>
</table>
| • Applicants with status of residence in Japan: Enter your **Resident Status** and **Expiry Date**.  
| • Leave these sections blank if you do not have a status of residence in Japan |

<table>
<thead>
<tr>
<th>Financial Aid*</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Select <strong>Privately financed</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Past Experience with Japanese Government (Monbukagakusho) Scholarships*</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Select <strong>Not Exist</strong></td>
</tr>
</tbody>
</table>

• Confirm the information displayed
• Click **< Back** to return to the previous screen to modify information
• Click **Register**

• Click **Completed** to go back to the MENU page

**Note:** Once you click **Register**, your information cannot be changed. If you need to make any changes after clicking **Register**, contact the International Admissions Office.
Pay Application Fee

- From the top page, click Pay Application Fee
- Pay the Application Fee by 11:00 PM on the last day of the application period

Click Unpaid to proceed
Pay Application Fee

- In a separate window, confirm the displayed information
- Click **Next >**

![Confirmation of Entrance Examination]

- Click **Make Payment**.

![Payment Processing]

- Select your payment method.

![Payment methods]

- Refer to the relevant pages of this manual.

**NOTE:**
- Convenience store payment is available only for applicants residing in Japan.
- If you wish to make payment via yen-denominated wire transfer, follow instructions on Application Handbook.
• Enter your credit card information and click **Next >**

![Credit card payment interface]

• Confirm payment information and click **Confirm >**

![Information regarding your payment]

**NOTE:**
- Payment can be processed even if the credit card is not registered on your name.
- Once clicking **Cancel**, the transaction will be interrupted for 30 minutes. Start again from the top page after 30 minutes.
- Displayed is the total amount including the transaction fee (JPY 500).
• Click **Next >** after the display below appears

![Payment confirmation](image)

• Click **Close** to proceed to the next procedure

![Payment completed](image)

• After completing the payment, click **Reload** on the Payment Status of Application Fee page
• Once "Status of Payment" and "Method of Payment" are displayed as **Complete** and **Credit Card** respectively, payment of application fee is completed

### Payment Status of Application Fee

The payment status for Entrance Examination Method you are applying for is as follows.
- "Unpaid": You have not completed the payment.
- For making payment, please proceed to the next page from "Unpaid" link.
- For updating the status, please click on "Reload."
- The time and date are Japan Standard Time.
- For admission methods which do not implement written examinations, result notification date is shown in the column 'Examination Date'.

![Payment Status](image)

### Next:

Download Application Sheet
Pay Application Fee – Paypal

- Click **Check out with PayPal**

![Checkout with PayPal](image)

**NOTE:**
- Displayed is the total amount including the transaction fee (JPY 500).

![PayPal Payment](image)

- After completing the payment, click **Reload** on the Payment Status of Application Fee page.
- Once “Status of Payment” and “Method of Payment” are displayed as **Complete**, the payment is completed.

![Payment Status](image)

**NEXT:** [Download Application Sheet](image)
NOTE:
- A valid Alipay account is required to process your payment via Alipay. Visit www.alipay.com for more information on Alipay.
- Displayed is the total amount including the transaction fee (JPY 500).

• Log in and proceed with payment following the instructions on the screen

• After completing the payment, click Reload on the Payment Status of Application Fee page
• Once "Status of Payment" and "Method of Payment" are displayed as Complete and Alipay respectively, the payment procedures are completed

Payment Status of Application Fee

The payment status for Entrance Examination Method you are applying for is as follows.
* "Unpaid": You have not completed the payment.
* For making payment, please proceed to the next page from "Unpaid" link.
* For updating the status, please click on "Reload."
* The time and date are Japan Standard Time.
* For admission methods which do not implement written examinations, result notification date is shown in the column 'Examination Date'.

(Roll down for more)

Download Application Sheet
Pay Application Fee – Convenience Stores in Japan

NOTE:
- This payment method cannot be used by applicants living overseas.
- Payment via convenience store is only available at convenience stores located in Japan.
- The payment systems in convenience stores only support Japanese.

- 氏名、メールアドレス、電話番号を入力し、検定料を支払うコンビニを選択
- 次へ をクリック

注意:
- 氏名は漢字で入力してください。
- 留学生は氏名を全角アルファベットで入力してください。
  (× Ritsumei Taro → ◎ R i t s u m e i  T a r o)

NOTE: Once clicking 中止, the transaction will be interrupted for 30 minutes. Start again from the top page after 30 minutes.
• Application Feeを支払うコンビニ手続きに必要な番号が表示されます（コンビニエンスストアによって番号の名称は異なります）
• 番号をメモしてください。また、番号はメールアドレスにも送信されます（下記の例を参照ください）
• 番号を確認したら、次へ＞をクリック

LAWSONとFamily Martの場合

画面のURLをクリックしてセブンイレブンのサイトへアクセスし、番号を確認してください。番号はメールアドレスにも送信されます
• 振込票は、印刷または番号をメモして、レジで伝えてください
• 番号を確認したら、次へ＞をクリック
Pay Application Fee – Convenience Stores in Japan

- 「検定料納入状況確認」の画面で、「再読込み」をクリック
- 決済手段の欄に、WEBコンビニ決済と表示されていることを確認してください
- コンビニへ行き、専用のマシーンかレジで、検定料を支払ってください。これで支払いが完了です
- コンビニエンスストアでの手順についての詳細は、ソフトバンク・ペイメント・サービスのウェブサイトをご覧ください
  www.sbpayment.jp/service/asp/convenience_store/

注意:
- Application Periodの最終日までに検定料を支払ってください。
• Go to the top page
• From the MENU, click Application Sheet & Mailing Label Download

NOTE:
• The button is not displayed unless "Register Application" has been completed.

• Confirm the displayed information and click Sel to select relevant application
• In case your application information is not displayed log out and log in again.

• Click Pri next to Application Sheet (English)

• Click download

NOTE:
• Please do not use the Mailing Label. See Application Handbook when posting documents.
• Attach a photograph on the photo section (paste on a printed application sheet and scan, or insert a photo digitally). See Application Handbook for instruction regarding photograph.
• Go back to MENU Page, click **Upload application documents**.
• Upload your Application Sheet in **color**.
Upon completion of downloading Application Sheet, you may check your registered Application Information by clicking Download Application Sheet & Mailing Label / Checking Application Information under MENU and Ref on the next page.

NOTE:
- You cannot re-register your application. In case you need to modify your application, contact the International Admissions Office. We will make correction on your behalf.
From the top page, click **Upload application documents**

Click **Sel** to start uploading

**Related FAQ**

• How can I replace the uploaded document?

**Access Ritsu-Mate**
www.ritsumei.ac.jp/applicants/

**Message**

**Menu**

**Admission**

- Register Application Information for Undergraduate Schools
- Register Application Information for Graduate Schools
- International Student Register
- Upload application documents
- Pay Application Fee
- Application Sheet & Mailing Label Download
- Examination Sheet Download
• Check Application Handbook and prepare the necessary documents
• Click Reg to upload documents
• Register ALL required documents including Application Sheet

- Files must be in pdf, docx, xlsx, or jpeg format
- File names should NOT contain space
- If you wish to upload more than two documents in one section, combine them into one document before uploading
• Click 参照...button to select a file from your device
• Click Confirm > to proceed

- Where can I find Registration Form?
- Why am I not able to upload my files?
Click **download** to preview the uploaded document

Click **Register** to submit the document

**Note:** Once you click **Register**, your documents cannot be changed or removed. If you wish to make any changes after clicking **Register**, contact the International Admissions Office.

- **Status of Submission** will show **submitted** once documents are uploaded

- Click **Reload** to refresh the displayed information

- Proceed with the submission of all required documents
Your application is completed when you have:

- Submitted all required documents and Status of Submission is shown as submitted
- Posted Letter(s) of Reference (or emailed directly from referees)
- Paid Application Fee

We will send a confirmation email to each applicant after checking in the next few weeks after the application period is closed. Applicants are encouraged to check emails regularly and keep up-to-date with our information.

Note: In addition to the documents uploaded on Ritsu-Mate, letter(s) of reference must be sent by post or email (emails must be sent directly from referees).
Download Examination Sheet

- Examination sheet is necessary for applicants to identify their Application Number, which is used for their results notification on the admissions website.

- It is available for download via Ritsu-Mate from 10:00 AM on
  - **GS Major** GLA the previous day of the document screening result notification date
  - **JD Program** CRPS Major the previous day of the 1st screening result notification date
  - **ISSE Course** the previous day of the final result notification date

- Contact the International Admissions Office if the button is not displayed on the date indicated above.

- Select the relevant Application and click **Sel**

- Click **Pri** next to **Examination Sheet (English)** to view
- Click **download** to view your Examination Sheet

- Check your Application Number and save (or print) your Examination Sheet

---

### RITSUMEIKAN UNIVERSITY
**EXAMINATION SHEET**

Please bring this examination sheet on examination date.

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>15715301</td>
<td>201721000023</td>
</tr>
</tbody>
</table>

**Date of Birth**

<table>
<thead>
<tr>
<th>Date</th>
<th>01/19/2017</th>
</tr>
</thead>
</table>

**Year of enrollment**

<table>
<thead>
<tr>
<th>Year of Enrollment</th>
<th>2017</th>
</tr>
</thead>
</table>

**Admission Method**

<table>
<thead>
<tr>
<th>Admission Method</th>
<th>Recommendation Admissions (English Basis)</th>
</tr>
</thead>
</table>

**Name**

<table>
<thead>
<tr>
<th>Name</th>
<th>GS FRA Jack</th>
</tr>
</thead>
</table>

**College/Graduate School**

<table>
<thead>
<tr>
<th>College/Graduate School</th>
<th>College of International Relations</th>
</tr>
</thead>
</table>

**Department/Major**

<table>
<thead>
<tr>
<th>Department/Major</th>
<th>Department of International Relations</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Major/Courses</th>
<th>Global Studies Major</th>
</tr>
</thead>
</table>

**Admission Date**

<table>
<thead>
<tr>
<th>Admission Date</th>
<th>09/14/2016</th>
</tr>
</thead>
</table>

**Result notification date is shown in the column 'Exam Date'**
Confirm Examination Result

- **Examination Result** button will be displayed on the top page on the final result notification date.
- Click Examination Result

**Note:**
- Final results can be confirmed from the “Examination Result” button on Ritsu-Mate from 10:00 AM on the result notification date for one week.
- **GS Major [GLA]** Should the applicant be accepted to the university through only document screening, the result is not indicated on Ritsu-Mate. Applicants should confirm results on the website.
- The official announcement of the result is "Result Notification" sent via postal mail to the accepted applicants. Under no circumstances will enrollment procedures be approved after the end of the enrollment period even if applicants do not check the Examination Result on Ritsu-Mate.

• See Screening Result to see your status
• See Scholarships to see the percentage of tuition reduction. The amount of tuition reduction is shown as below.

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Percentage of Tuition Reduction</th>
<th>Shown as</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>Tuition Reduction Scheme 100% One Year</td>
<td>TRS100OY</td>
</tr>
<tr>
<td></td>
<td>Tuition Reduction Scheme 50% One Year</td>
<td>TRS50OY</td>
</tr>
<tr>
<td></td>
<td>Tuition Reduction Scheme 20% One Year</td>
<td>TRS20OY</td>
</tr>
<tr>
<td>September</td>
<td>Tuition Reduction Scheme 100% Fall Semester*</td>
<td>TRS100FS</td>
</tr>
<tr>
<td></td>
<td>Tuition Reduction Scheme 50% Fall Semester*</td>
<td>TRS50FS</td>
</tr>
<tr>
<td></td>
<td>Tuition Reduction Scheme 20% Fall Semester*</td>
<td>TRS20FS</td>
</tr>
</tbody>
</table>

* Period of award for the Tuition Reduction Scholarship is 1 year (2 Semesters: Fall and Spring Semesters) from initial enrollment.

• For successful applicants, **Online Enrollment Procedure** is displayed on the MENU page. Proceed with the enrollment procedures from the period indicated in the Application Handbook.