

Ritsumeikan University

Application Handbook 2019 Enrollment AO Admissions [English Basis]

College of Global Liberal Arts

Enrollment	Period	Application Period
April 2019	—	2018/8/31 Fri. - 2018/9/20 Thu.
September 2019	Period 1	2018/10/12 Fri. - 2018/11/1 Thu.
	Period 2	2018/12/14 Fri. - 2019/1/17 Thu.
	Period 3	2019/2/15 Fri. - 2019/3/7 Thu.

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Admissions Guidelines

1. Admissions Policy

Based on the school spirit of “freedom and innovation” and on the educational philosophy of “peace and democracy,” Ritsumeikan College of Global Liberal Arts seeks students from Japan and the world who agree with its Human Resources Development Aims and educational goals and have passion to study at Ritsumeikan University. In accordance to this context, the students, admitted to the College, should have the following academic abilities, interests, and aptitudes.

(1) Knowledge and Understanding

Through education at a senior high school, etc., the applicants must have obtained the academic ability and English language ability necessary for the wide array of studies in the humanities and social sciences.

(2) Thinking and Judgment

Applicants must have the critical thinking abilities that form the foundation of academic knowledge and of making ethical judgments with global viewpoints.

(3) Interest, Motivation and Attitude

Applicants should be interested in social change, progress in science and technology, history in global perspective, and socio-cultural diversity.

Applicants must have challenging spirit, social tolerance, cooperative mind, and leadership in identifying and solving problems.

(4) Skill and Expression

Applicants must have the ability to reason appropriate data collections and their analyses, and the ability to clearly express and discuss their own opinions.

In order to choose students with the abilities listed above, the College of Global Liberal Arts will use multiple evaluation measures, including document screening, essays and interviews, to evaluate every applicant comprehensively (holistic assessment).

2. Target of This Entrance Examination Method

The College of Global Liberal Arts (GLA) provides students with the comprehensive liberal arts education in English required for our globalized times. We strive to produce graduates who can put knowledge into practice to take the initiative in identifying and solving problems and can keep learning throughout their lives in the globalized society. We are looking for students who are eager to collaborate with others in a multi-cultural environment through dual-degree courses offered in Japan and Australia, and are strongly motivated to take on leadership roles contributing not only to Japan and Asia, but to the entire international community.

The dual undergraduate degree program is offered jointly by GLA at Ritsumeikan University and the Coral Bell School of Asia Pacific Affairs at the Australian National University (ANU). The two undergraduate degree programs together form an extensive, coherent system of learning, in which students aim to earn two degrees, one from each university. They study at both campuses, taking courses with the aim of generating synergies between the two degrees.

This entrance examination is designed to admit students with the academic aptitude, skills and interests stated in the GLA admission policy. Decisions to admit students are made on the basis of academic records, an interview and two essays: one essay tests applicants' knowledge and understanding of topics relating to those studied at GLA, while the other evaluates their motivation and interest in learning at GLA.

3. Number of Students Accepted

The number of places available for students through this entrance examination method is detailed in the following table. These are the total numbers of places available for all application periods stated in '4. Application Period and Other Key Dates' for 2019 enrollment.

	College	Department	Number
April AO Admissions [English Basis]	College of Global Liberal Arts	Department of Global Liberal Arts	7

	College	Department	Number
September AO Admissions [English Basis]	College of Global Liberal Arts	Department of Global Liberal Arts	40

<NOTE>

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. In this case, the unfilled places will be filled through other admission methods.

This entrance examination does not preclude applicants from applying for other courses/universities.

When applying to the other English-medium undergraduate programs offered at Ritsumeikan University during the same application period, you must submit a separate set of application documents and pay the application fees for each program.

4. Application Period and Other Key Dates

(Japan Standard Time)

Enrollment	Period	Application Period	* Final Result / Call for Interview	Interview (if required)	Final Result
April 2019	-	2018/8/31 Fri. ~ 2018/9/20 Thu.	2018/11/15 Thu.	-	-
			2018/11/15 Thu.	2018/12/1 Sat. 2018/12/2 Sun.	2018/12/20 Thu.

Enrollment	Period	Application Period	* Final Result / Call for Interview	Interview (if required)	Final Result
September 2019	Period 1	2018/10/12 Fri. ~ 2018/11/1 Thu.	2018/12/13 Thu.	-	-
			2018/12/13 Thu.	2018/12/22 Sat. 2018/12/23 Sun.	2019/1/24 Thu.
	Period 2	2018/12/14 Fri. ~ 2019/1/17 Thu.	2019/3/5 Tue.	-	-
			2019/3/5 Tue.	2019/3/23 Sat. 2019/3/24 Sun.	2019/4/11 Thu.
	Period 3	2019/2/15 Fri. ~ 2019/3/7 Thu.	2019/5/2 Thu.	-	-
			2019/5/2 Thu.	2019/5/18 Sat. 2019/5/19 Sun.	2019/6/6 Thu.

<NOTE>

There are multiple application periods set for the admission via this entrance examination method. You may apply in more than one application period; however, a separate set of application documents and payment of a separate application fee (5,000 yen) is required for each application.

* Please see "7. Screening" for screening method.

5. Application Eligibility

Applicants MUST fulfill ALL of the following three requirements: (1) Nationality [For April 2019 Enrollment ONLY], (2) University Entrance Eligibility, and (3) English Language Proficiency.

(1) Nationality [For April 2019 Enrollment ONLY]

Applicants must meet one of the following requirements.

1	Possess non-Japanese nationality.
2	Possess only Japanese nationality and have graduated or are to graduate from high schools / senior secondary schools located abroad, by the time of enrollment.

(2) University Entrance Eligibility

Applicants must meet one of the following educational criteria.

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.

1	Have completed, before the enrollment date at Ritsumeikan University, a standard 12-year course curriculum, or an equivalent curriculum as designated by the Minister of MEXT (*1). Those 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. In order to prove their eligibility, applicants are required to submit an official document issued from their school explaining the reason for the early completion and details such as the skipped grade and date.
2	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 the Minister of MEXT before the enrollment date at Ritsumeikan University.
3	Possess a qualification of the International Baccalaureate Diploma, Abitur, Baccalaureate, or GCE A-Level, that is recognized by universities outside of Japan as an entrance qualification before the enrollment date at Ritsumeikan University.
4	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 before the enrollment date at Ritsumeikan University.
5	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 before the enrollment date at Ritsumeikan University.
6	Have completed a 12-year course curriculum at a school for international students accredited by an international accrediting organization (WASC, CIS or AC SI) or a school for international students in Japan accredited by the Minister of MEXT to be equivalent to a high school outside of Japan before the enrollment date at Ritsumeikan University.

7	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 before the enrollment date at Ritsumeikan University (*2). The University recognizes applicants who graduate, before the enrollment date at Ritsumeikan University, from Korean senior schools (朝鮮高級学校 Chosen Kokyu Gakko) as having met this requirement.
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<NOTE>

(*1) Applicants will be considered eligible if they have completed school education in a country where the curriculum is 11 years AND the country and school are approved by the Minister of MEXT.

(*2) The University will determine the eligibility of applicants who wish to apply by screening their academic background and other qualifications. If you wish to apply by screening your academic background and other qualifications, you should contact the International Admissions Office, ahead of submitting your application, in order to confirm the details such as required documents and the application period for the individual screening.

(3) English Language Proficiency

In order to demonstrate sufficient English language ability, applicants must satisfy the University's English language requirements by providing evidence that they meet one of the following requirements:

Please note that the following is a summary of the English language admission requirements for the ANU. The complete policy document can be found here:

https://policies.anu.edu.au/ppl/document/ANUP_000408

This policy may be updated from time to time. The most up-to-date information for RU applicants is available on the following RU website as of the first date of the relevant application period.

http://en.ritsumeikai.ac.jp/e-ug/apply/gla/gla_apply.html/

For information on the valid period of the English language test scores, RU applicants must comply with the rules as stated in the RU Application Handbook.

English Language Tests

Successful performance in a single acceptable English language test taken within the two-year period prior to the start date of the relevant application period will meet English language requirements. The test results will only be considered valid if the test score is available during the application period.

[Requirements for accepted English Language Tests]

Academic IELTS	An overall score of 6.5 with a minimum of 6.0 in each component of the test.
TOEFL - paper based test	A score of 570 with a TWE* score of 4.5.
TOEFL - internet based test	An overall score of 80, with a minimum of 20 in Reading and Writing and 18 in Speaking and Listening.
Cambridge CAE Advanced (Post 2015)	An overall score of 176 with a minimum of 169 in all sub-skills.
PTE Academic	An overall score of 64 with a minimum score of 55 in each of the communicative skills.

* TWE = Test of Written English.

<NOTE>

TOEFL® is registered trademarks of Educational Testing Service (ETS).

Citizenship status

Citizens of the following countries who have undertaken secondary and/or tertiary study in English, at a recognized institution, in the national education system (or equivalent) of a Group A country listed below:

[Group A Countries]

American Samoa, Australia, Botswana, Canada (excluding Quebec), Fiji, Ghana, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Samoa, Singapore, Solomon Islands, South Africa, Tonga, Trinidad and Tobago, United Kingdom (including Northern Ireland), United States of America, Zambia, Zimbabwe

<NOTE>

These countries are determined by the ANU Academic and Quality Assurance Committee.

Prior study

Applicants to undergraduate programs must have successfully completed two years of full-time (or equivalent) secondary (year 12 equivalent) or tertiary education within the last four years, in the medium of English. For the purposes of this, successful completion is considered to be a pass result in no less than 50 per cent of attempted units/courses in any assessable period (for example, term or semester) in the academic year.

Study must be undertaken at a recognized institution, in the national education system (or equivalent) of a Group A country stated above.

Study undertaken must result in a sequence of study or qualification which is accepted for entry into ANU undergraduate programs.

Applicants who complete a qualification listed below must achieve specified levels to meet the university's English language requirements.

[Achievement Level Requirements for accepted Secondary Qualifications]

Australian Year 12	ACT: A score of 170 or more in English as a Second Language (ESL) T major. Alternatively, a pass result in any other English T Major course. Victoria: Victorian Certificate of Education (VCE) – A raw unscaled score of 30 or more in English as an Additional Language (EAL). Alternatively, a raw unscaled score of 25 or more in units 3 and 4 of any other VCE English subject. Other States/Territory: Successful completion of Year 12 will meet the University's English language requirements.
ANU College Foundation Studies	A score of 65% or more in Advanced Academic English.
ANU Access Program	A score of 60% or more.
French Bacculaureate	Students seeking admission to undergraduate programs on the basis of performance in the French Bacculaureate undertaken at Narrabundah College will be considered to have met the University's English language requirements if they have achieved a pass result in any English T Major or T Minor course. Students undertaking the French Bacculaureate anywhere else will be required to meet the University's normal English Language requirements.
GCE & Singapore A-Level NOTE: Sri Lankan GCE A-Level applicants MUST present an English test result listed in "Requirements for accepted English Language Tests"	A grade of C or better in a Humanities-based subject, General Studies or General Paper.
HKDSE	A score of 4 or better in English Language (core subject).
Cambridge Certificate of Proficiency in English (CPE)	A grade of C or better.
International Bacculaureate Diploma (IB)	Presentation of an IB Diploma taught and assessed entirely in English. If not taught and assessed entirely in English, a pass result in 'English Language A: Literature' or 'English Language A: language and literature' either at Standard Level or Higher Level.
All India Senior School Certificate (AISSCE)	A grade of C2 or better in English Core.
Indian School Certificate (ISC – Year 12)	A numerical grade of 1-7 in English as indicated on the Pass Certificate.
Tamil Nadu Higher School Certificate	A score of 120 (out of 200) or more in English.
Sijil Tinggi Persekolahan Malaysia (STPM/Form 6)	A grade of C or better in English Literature (code 920).
Malaysian Independent Chinese Secondary Schools Unified Examinations (MICSS)/UEC	A grade of A2 or better in English Language.
Norwegian Certificate of Completion of Upper Secondary School Examinations (Vitnemål)	A numerical grade of 4 or better in English at both Level 1 and Level 2 in Upper Secondary Examinations.
Swedish Upper Secondary School Leaving Certificate (Slutbetyg från Gymnasieskolan)	A numerical grade of 4 or better (VG) in English in Upper Secondary School Certificate.
Danish Upper Secondary School Leaving Examinations (Studentereksamen)	A numerical grade of 9 or better at level B Senior High School English.

Finnish Matriculation Certificate (Ylioppilastutkintotoistutus Studenteksamensbetyg)	A numerical grade of 8 or better in English or English A in the final year of secondary school.
Dutch Diploma of Pre-University Education (Diploma Voorbereidend Wetenschappelijk Onderwijs)	A numerical grade of 8 or better in final year English.
German Abitur	A numerical grade of 3/‘befriedigend’ (satisfactory) or better in English.
Austrian Maturity Certificate	A numerical grade of 3/‘befriedigend’ (satisfactory) or better in English.
Foundation Programs accepted by ANU for admission to Undergraduate Programs	A score of 65% or more in Academic English on all Foundation Studies programs currently approved for admission (in lieu of an English test).

6. Application Procedure

In order to complete application, applicants must follow the steps below referring to this ‘Application Handbook’ and ‘Ritsu-Mate’ (Ritsumeikan University Online Application System) Manual.

‘Ritsu-Mate’ Manual URL: <http://www.ritsumei.ac.jp/applicants>

Applicants can register ‘Ritsu-Mate’ Account and complete ‘Ritsu-Mate’ Main Registration anytime EXCEPT during the weekly system maintenance period between 7:30 PM on Wednesday and 5:30 AM on Thursday (JST).

The “Register Application” section is only available from 10:00 AM (JST) on the first day of the application period until 11:00 PM (JST) on the last day of the application period, EXCEPT during the weekly system maintenance period.

(1) [Ritsu-Mate] Register ‘Ritsu-Mate’ Account & Complete ‘Ritsu-Mate’ Main Registration

Applicants must register ALL of the relevant information following the instructions in ‘Ritsu-Mate’ Manual, considering the points below.

<E-mail address for your account>

The University will contact applicants by E-mail after checking your submitted documents. It is the applicant’s responsibility to check your E-mail regularly and respond in a timely manner. In case you have set mail rejection, change the setting so as to be able to receive E-mails from “@st.ritsumei.ac.jp”.

Once you register your E-mail address when making an account for “Ritsu-Mate”, it cannot be changed.

(2) [Ritsu-Mate] Register Application Information

Applicants must register ALL relevant information following the instructions in ‘Ritsu-Mate’ Manual, considering the points below.

1) Admission Method

Choose 'AO Admission for International Students (English Basis)'.

2) Name

Use all CAPITAL LETTERS for your family name. Capitalize the first letters of your given names.

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.

E.g.: RITSUMEI Taro

<Applicants without Japanese Nationality>

Write your name as recorded in an official certificate of your country, such as a passport, a birth certificate or an official registry in the English alphabet.

<Applicants with Japanese Nationality>

Write your name as written in your official family registry (戸籍, koseki) or Certificate of Residence (住民票, juminhyo). English alphabet is not applicable. The 'Name in Katakana' must be filled in.

<Applicants with Special Permanent Residency (特別永住者) >

Write your name as recorded in the Certificate of Residence (住民票, juminhyo) or passport. If you wish to use a name other than the formal name in your passport (an alias) after you enroll at Ritsumeikan University, you can write your alias, as recorded in the Certificate of Residence (住民票, juminhyo), as well as your real name in parentheses next to your alias.

3) Address / Contact Information

Write your address in English, including post code and country.

4) Guarantor's Contact Information (Emergency Contact)

The guarantor's contact information will be used when the University needs to contact your guarantor urgently. A guarantor must be a parent, elder brother or elder sister. However, if none of them can be your guarantor, appoint a person who makes an independent living and is able to fulfill his or her obligations as your guarantor. You may also be able to appoint your spouse, brother, sister, or adult child as your guarantor if you are currently working fulltime. If you would like to have a different person as your guarantor, you need to contact the University at the time of enrollment or the orientation for international students.

(3) [Ritsu-Mate] Register International Student Information [For applicants who do not possess Japanese nationality]

Register this section if you do not possess Japanese nationality.

(4) [Ritsu-Mate or Bank Transfer] Application Fee Payment

Applicants must pay Application Fee (5,000 yen per program) and, if applicable, Commission fee(s), within the admission period via Ritsu-Mate or domestic/international bank transfer as indicated below.

The University will not accept an application, unless we are able to confirm receipt of the Application Fee by the designated application deadline.

Applicants must submit proof that you have completed the payment of the Application Fee, such as a copy of the bank remittance form / receipt from a convenience store. You do not need to submit proof of payment for online payment such as credit card, PayPal, or Alipay.

Cash or postal money orders will not be accepted. DO NOT send cash or postal money orders with the application documents; The University does not accept any liability for loss.

The Application Fee will not be refunded under any circumstances including overpayment, as it covers the administrative cost of application processing and eligibility evaluation.

1) Payment via ‘Ritsu-Mate’

To make a payment by credit card, PayPal, Alipay, or at convenience stores in Japan, visit the Ritsu-Mate and proceed from the “Pay Application Fee” section. For these transactions, an additional 500 yen is charged and the total transaction amount will be 5,500 yen.

a) Credit card

Payment can be made even if the name on the credit card is different from the applicant’s name. Read “Ritsu-Mate” Manual for further details.

b) PayPal (An online payment service)

You need a user account and your credit card information. Read ‘Ritsu-Mate’ Manual for further details.

c) Alipay (An online payment service in China)

You need a bank account with online banking service in China to have a user account. Read ‘Ritsu-Mate’ Manual for further details.

d) Convenience store in Japan

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

2) Yen-denominated wire transfer

Applicants who choose this payment method must submit to the University a copy of the bank remittance form or receipt along with other application documents.

a) From a financial institution outside of Japan

To make a bank transfer, use the information indicated below.

When making a remittance from abroad, an additional 2,500 yen is required to cover bank commission in Japan. This commission and any fees charged by the overseas bank must be paid by the applicant.

Please note that if you only send 5,000 yen (10,000 yen or 15,000 yen when applying for multiple programs at the same time), the amount that enters the University account will not be sufficient and you will need to make another payment to cover the shortfall.

Amount to Transfer	Applying for 1 program: 7,500 yen - 5,000 yen for the Application Fee - 2,500 yen for bank commission in Japan
	Applying for 2 programs: 12,500 yen - 10,000 yen for the Application Fee - 2,500 yen for bank commission in Japan
	Applying for 3 programs: 17,500 yen - 15,000 yen for the Application Fee - 2,500 yen for bank commission in Japan
Type of Transfer	Telegraphic Transfer Remittance
Purpose of Transfer	Application Fee Payment
Contact Information	Name of Applicant
Bank Name	SUMITOMO MITSUI BANKING CORPORATION
Branch Name	Kyoto Branch
Account Name	Ritsumeikan University
Account Number	5408448
Branch Address	8 Naginatabokocho, Shimogyo-ku, Kyoto 6008008 JAPAN
Branch Telephone Number	+81-75-211-4131
SWIFT CODE	SMBCJPJT
Transfer Fees	To be paid by the applicant

b) From a financial institution in Japan

When making the transfer, you must use the transfer application form provided by the bank and fill in the information below. Write the name of the applicant in the Sender's Name box on the form.

Amount to Transfer	5,000 yen for 1 program
Type of Transfer	Telegraphic Transfer Remittance
Purpose of Transfer	Application Fee Payment
Bank Name	三井住友銀行 (SUMITOMO MITSUI BANKING CORPORATION)
Branch Name	京都支店 (Kyoto Branch)
Account Type	普通 (Futsu/ Savings Account)
Account Number	5408448
Account Name	立命館大学 (リツメイカンダイガク)
Sender's name	Applicant's name
Transfer Fees	To be paid by the applicant

(5) Submission of Application Documents

[Upload via Ritsu-Mate]

All application documents, EXCEPT for the Letter(s) of Reference, must first be submitted online (uploaded via "Ritsu-Mate"). The University will not accept applications by E-mail or Fax.

Before submitting the application documents, you must ensure that you have completed payment of the Application Fee and have prepared all the required documents.

The University will not accept applications submitted after the end of the application period.

[Send by Post]

The original / certified true copies of Entrance Eligibility Documents and Academic Transcripts AND the original of Letter(s) of Reference must be submitted by Post.

The package containing the application must be postmarked or collected by the courier service by the application deadline.

The University will not accept applications if the application documents are postmarked after the end of the application period.

(6) Important points regarding submitting the application

- 1) Your application and acceptance into the University will be revoked if any false information or forgeries are found in the submitted documents.
- 2) The University will not accept incomplete application documents. When required by the University, you must take appropriate action, such as submitting additional documents, by the indicated deadline. No changes to the application are allowed once submitted unless instructed by the University.
- 3) All documents must be written in either English or Japanese. For documents that are not written in English, an official translation must be submitted along with the original. Only translations certified by official organizations such as an embassy will be accepted.
- 4) All documents must be legible.
- 5) No changes can be made by the applicant once uploaded.

6) Please be aware of following points when you upload your application documents to “Ritsu-Mate”;

- a) Files of documents must be in the format of either ‘pdf’, ‘xlsx’, ‘docx’, ‘txt’, ‘jpeg’, ‘gif’, ‘png’.
- b) For each file name, use only alphabets, numbers, or “. (period)”, “- (hyphen)”, and “_ (underbar)”.
- c) “ ” (space)” cannot be contained in filenames.

7) DO NOT USE REGULAR MAIL as it takes longer to arrive and is not traceable. To submit the application documents from outside Japan, you must use a courier service (DHL, FedEx, OCS, etc.) or EMS. To submit the application documents in Japan, you must use registered express mail (簡易書留速達郵便, Kanikakitome Sokutatsu Yubin).

[Mailing Address to submit the application]

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) As a rule, submitted documents will not be returned. The University returns submitted documents only in cases where the applicant has only one copy of the original, the document cannot be reissued or the certified true copy cannot be issued, and it is problematic if the document is not returned to the applicant.

If you wish your documents to be returned, you must follow the procedures below:

- a) Write down the names of the documents you would like to be returned on a sheet of paper.
 - b) Write down your name and the address you would like the documents to be sent to on the paper, as well.
 - c) Attach the paper with a paper clip to the documents you would like the University to return.
- 9) Documents other than indicated below will not be considered as a part of your application.

[Upload via Ritsu-Mate] Submission of Application Documents

No	Documents	Further Details
1	Application Sheet	<p>Must be printed out from Ritsu-Mate once you complete registration and payment of Application Fee. Attach a photograph of you on the photo attachment space. The photo must be taken within three months before the application and must meet all the requirements below.</p> <ul style="list-style-type: none">- 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. - No cap or hat is allowed.- Must show your entire head, from the top of your hair to the bottom of your chin.- Cutouts from personal photos are not acceptable.- Successful applicants will be required to submit several more identical photos. <p>Please keep the data and additional copies of photos.</p>

2	Registration Form	Must be typed. The applicant must complete all sections referring to the instruction on the forms.										
3	Application Essays	<p>Must be typed following the instructions in the “Application Essays” section on Form 3. Each essay has a word limit. The total number of words for each essay must be indicated.</p> <p>If you refer to specific data, facts, or opinions, have a reference list at the end of your essay. Plagiarism (drawing or copying any ideas from someone else without crediting the source) is deemed a dishonest act and your application will not be considered.</p>										
4	Documents Proving English Language Proficiency	<p>Upload one of the following documents.</p> <p>The applicant is required to submit the original result certificate after acceptance into the university.</p> <p>The test results will only be considered valid if the test was taken within the <u>two-year</u> period prior to the start date of the relevant application period and if the test score is available during the application period.</p> <table border="1" data-bbox="507 795 1433 1836"> <tr> <td data-bbox="507 795 574 1198"></td> <td data-bbox="574 795 1433 1198"> <p>A photocopy of TOEFL iBT® Test / TOEFL® PBT Test</p> <p>a) A photocopy of your Test Taker Score Report (Examinee Score Report)</p> <p>b) A screenshot of the “View Scores” which you can reach from “My TOEFL iBT Account” on the website of ETS</p> <p>* Request ETS to send the Official Score Report to the University after you are accepted, before the enrollment procedure deadline.</p> <p>Acceptance into the University will be revoked if, upon comparison with the Official Score Reports, any of the submitted documents are found to have been altered in any way.</p> </td> </tr> <tr> <td data-bbox="507 1198 574 1236">OR</td> <td data-bbox="574 1198 1433 1236">A photocopy of IELTS (Academic Module) Test Report Form</td> </tr> <tr> <td data-bbox="507 1236 574 1639">OR</td> <td data-bbox="574 1236 1433 1639"> <p>A photocopy of PTE Academic Test Taker Score Report</p> <p>a) A photocopy of your Test Taker Score Report</p> <p>b) A screenshot of the “Test Taker Score Report” which you can reach from “My Account” on the website of PTE Academic.</p> <p>* Request Pearson to send the Test Taker Score Report to the university after you are accepted before the enrollment procedure deadline.</p> <p>Acceptance into the University will be revoked if, upon comparison with the Test Taker Score Report, any of the submitted documents are found to have been altered in any way.</p> </td> </tr> <tr> <td data-bbox="507 1639 574 1758">OR</td> <td data-bbox="574 1639 1433 1758"> <p>A photocopy of Cambridge CAE Advanced</p> <p>a) A photocopy of Confirmation of Entry and Timetable</p> <p>b) A photocopy of Certificate or Statement of Results</p> </td> </tr> <tr> <td data-bbox="507 1758 574 1836">OR</td> <td data-bbox="574 1758 1433 1836">Evidence that your citizenship status and/or prior study meet(s) the University’s English language requirements as stated in page 7-9.</td> </tr> </table>		<p>A photocopy of TOEFL iBT® Test / TOEFL® PBT Test</p> <p>a) A photocopy of your Test Taker Score Report (Examinee Score Report)</p> <p>b) A screenshot of the “View Scores” which you can reach from “My TOEFL iBT Account” on the website of ETS</p> <p>* Request ETS to send the Official Score Report to the University after you are accepted, before the enrollment procedure deadline.</p> <p>Acceptance into the University will be revoked if, upon comparison with the Official Score Reports, any of the submitted documents are found to have been altered in any way.</p>	OR	A photocopy of IELTS (Academic Module) Test Report Form	OR	<p>A photocopy of PTE Academic Test Taker Score Report</p> <p>a) A photocopy of your Test Taker Score Report</p> <p>b) A screenshot of the “Test Taker Score Report” which you can reach from “My Account” on the website of PTE Academic.</p> <p>* Request Pearson to send the Test Taker Score Report to the university after you are accepted before the enrollment procedure deadline.</p> <p>Acceptance into the University will be revoked if, upon comparison with the Test Taker Score Report, any of the submitted documents are found to have been altered in any way.</p>	OR	<p>A photocopy of Cambridge CAE Advanced</p> <p>a) A photocopy of Confirmation of Entry and Timetable</p> <p>b) A photocopy of Certificate or Statement of Results</p>	OR	Evidence that your citizenship status and/or prior study meet(s) the University’s English language requirements as stated in page 7-9.
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OR	Evidence that your citizenship status and/or prior study meet(s) the University’s English language requirements as stated in page 7-9.											
5	Evidence of Application Fee Payment [For Relevant Applicants Only]	<p>Applicants paying the fee online do not need to submit the proof.</p> <p>If you pay the Application Fee by bank remittance in or outside Japan or at a convenience store in Japan, upload a scanned copy of the bank remittance form OR receipt from the convenience store.</p>										

6	Photocopy of Passport	<p>Upload a photocopy of the page of your passport showing your photo, name and passport number.</p> <p>If you do not have a valid passport, submit a photocopy of another official certificate of your country, such as a birth certificate or an official registry.</p> <p>If you possess more than one nationality, submit copies of ALL of the passports you have.</p> <p>If you are living in Japan and do not possess Japanese nationality, submit photocopies of your passport and both sides of your Residence Card.</p>
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[Upload via Ritsu-Mate and Send by Post] Submission of Application Documents

7	Documents proving that you meet the university entrance eligibility requirements	Submit ONE of the following documents.	
		OR	<p>Original documents that prove completion (or scheduled completion) of a standard 12-year school curriculum in your country (e.g. Certificate of High School Graduation, Certificate of Scheduled High School Graduation, High School Diploma).</p> <ul style="list-style-type: none"> -The Certificate of (Scheduled) High School Graduation should list your name, date of birth, and (scheduled) graduation date (Month/Year) with the school stamp and/or headmaster's signature. - If you complete a 12-year school curriculum in less than 12 years by grade skipping or early graduation, submit an official document issued by your school explaining the reason for the early completion and details such as the skipped grade and date. - If you are from a country or region where, even after completion of a 12-year school curriculum, high school graduation certificates are not issued but rather national exam (or equivalent) results serve as a qualification for university entrance and completion of secondary education, you must provide the original certificate(s) of these exam results. (e.g. All India Senior Secondary School Examination, (Indonesia) Senior Secondary School Certificate of Completion) <p>* If you are yet to take these exams at the time of application, ask your school to provide a letter which proves your scheduled attendance in such exams by detailing the Month and Year of the examination.</p> <p>* If you did not pass these exams, you must provide an official document from your school stating that you completed a 12-year standard national curriculum containing details of what you studied. The University will determine your eligibility with this information.</p>
		OR	Original documents demonstrating your equivalent academic ability to completion of a standard 12-year course curriculum <u>outside</u> Japan.
		OR	Original documents proving that you 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.
		OR	<p>Original certificate(s) of International Baccalaureate, Baccalaureate, Abitur or GCE A-Level.</p> <p>* If you are yet to take these exams at the time of application, ask your school to provide a letter which proves your scheduled attendance in such exams by detailing the Month and Year of the examination.</p> <p>Also, the applicants must submit "Certificate of Expected Graduation".</p>

			* If you did not pass these exams, you must provide an official document from your school stating that you completed a <u>12-year national curriculum</u> containing details of what you studied. The University will determine your eligibility with this information.
		OR	Other document(s) which prove you are eligible for university entrance under the condition stated in '5. Application eligibility' (2) University entrance eligibility'.
8	Academic Transcripts	Submit at least one of the following documents-	
			Original Academic Transcripts for all grades of your high school or senior secondary education.
		OR/ AND	Original final grade document of International Baccalaureate, Baccalaureate, Abitur, or GCE-A Level. If you are yet to obtain the final grade at the time of application, the official document of predicted grades, such as IB Predicted Grades or GCE-A Level Provisional Results, are acceptable.
		OR/ AND	Original certificate(s) of results for national university entrance exams such as SAT, ACT, etc. or equivalent (for those countries that hold such exams) Ritsumeikan University's SAT code: 5766. SAT Subject Tests are not acceptable.

[Send by Post] Submission of Application Documents

9	Letter of Reference	<p>The letter must be signed and sealed in an envelope by the referee who wrote it.</p> <p>The letter must be written in English or Japanese by teacher/staff member at your school.</p> <p>If you have already graduated from high school and you cannot obtain a letter of reference from teacher/staff member of your school, letters from your supervisor or manager at your place of employment would be acceptable.</p> <p>The original must be submitted (photocopies are not allowed).</p> <p>University may contact the referee for confirmation.</p>
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7. Screening

(1) Screening Process

1) Document screening

Document screening result will have THREE outcomes.

- a) Accepted to the university without any further screening.
- b) Invited for Interview
- c) Not Accepted.

2) Interview

An interview will be conducted for invited applicants.

3) Final Result

The university will make an overall assessment based on document screening alone, or document screening and interview.

(2) Interview

Details of the interview, such as the interview method, venue, date, and time, will be determined by the University and notified by E-mail to the applicant one week before the interview at latest. Applicants cannot choose the interview method, venue, date or time.

Prior to the interview, download the 'Examination Sheet' via 'Ritsu-Mate' and check your Application Number with which the University will identify the applicants in the interview.

1) Interviews for applicants living outside Japan

As a rule, the interview will be either a web-based interview via SKYPE or a telephone interview.

Applicants who are living outside Japan do not need to come to Japan for the interview.

The University strongly recommends applicants to install SKYPE and familiarize themselves with the system before the interview.

Applicants who cannot use SKYPE must contact the International Admissions Office.

2) Interviews for applicants living in Japan

As a rule, the interview will be a face-to-face interview at the Kinugasa Campus of Ritsumeikan University in Kyoto.

<Important points regarding the interview>

- a) The interview dates may be changed due to unforeseen circumstances.
- b) The University will not bear any responsibility for the cost incurred due to the change of interview date.
- c) If any changes are made to the interview arrangements, the University will inform the applicants by phone and/or by E-mail.
- d) The University will not reschedule interviews for applicants who did not attend the scheduled interview because of illness, accident, or any other reasons.

8. Notification of Results

(1) Notification Methods

Applicants will be notified of their results in following three methods.

1) Website

Application numbers (*) of applicants who are accepted into the University or invited to the 2nd screening interview will be available on the University's English website from 10:00 AM (JST) on the result notification dates for one week.

URL: <http://en.ritsumei.ac.jp/e-ug/>

<NOTE>

(*) Your Application number will be shown in the 'Examination Sheet' available for download from 'Ritsu-Mate' from 10:00 AM (JST) on the previous day of the document screening result notification date.

Refer to 'Ritsu-Mate' Manual for further information.

2) Ritsu-Mate [For Final Result ONLY]

The result of the applicant can be confirmed from the "Examination Result" button on "Ritsu-Mate" from 10:00 AM (JST) on the result notification date for one week.

In case you are accepted to the university only with document screening, the result is not indicated on Ritsu-Mate. You have to confirm your result on website.

3) Postal Mail

The University notifies the results to the successful applicants by registered mail to addresses in Japan, or by courier to addresses outside Japan. It may take a few days to reach applicants. Contact the International Admissions Office if you do not receive the result within 7 days. The University will not send out the results to the applicants who were not accepted into the university.

(2) Important points regarding the result notification

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

Enrollment Procedures

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 months before the enrollment date. These procedures must be completed within the designated time periods. If you do not complete the procedures by the final date of each period, your enrollment into the University will be cancelled. Further information will be instructed to successful applicants with notification of the application results by E-mail.

(Japan Standard Time)

Enrollment	Period	Document Screening Result	Enrollment Procedures		
			Payment of Admission Fee	Payment of Tuition Fee(s) and Miscellaneous Membership Fees	Submission of Enrollment Documents
April 2019	-	Accepted to the university without any further screening	2018/11/16 Fri. ~ 2018/11/29 Thu.	2018/11/30 Fri. ~ 2018/12/13 Thu.	2019/3/5 Tue. ~ 2019/3/18 Mon.
		Invited for Interview	2018/12/21 Fri. ~ 2019/1/10 Thu.	2019/1/11 Fri. ~ 2019/1/17 Thu.	

Enrollment	Period	Document Screening Result	Enrollment Procedures		
			Payment of Admission Fee	Payment of Tuition Fee(s) and Miscellaneous Membership Fees	Submission of Enrollment Documents
September 2019	Period 1	Accepted to the university without any further screening	2018/12/14 Fri. ~ 2019/1/10 Thu.	2019/2/8 Fri. ~ 2019/2/28 Thu.	2019/8/27 Tue. ~ 2019/9/9 Mon.
		Invited for Interview	2019/1/25 Fri. ~ 2019/2/7 Thu.	2019/2/8 Fri. ~ 2019/2/28 Fri.	
	Period 2	Accepted to the university without any further screening	2019/3/8 Fri. ~ 2019/3/21 Thu.	2019/3/22 Fri. ~ 2019/4/11 Thu.	
		Invited for Interview	2019/4/12 Fri. ~ 2019/4/26 Fri.	2019/4/27 Sat. ~ 2019/5/17 Fri.	
	Period 3	Accepted to the university without any further screening	2019/5/3 Fri. ~ 2019/5/16 Thu.	2019/5/17 Fri. ~ 2019/5/30 Thu.	
		Invited for Interview	2019/6/7 Fri. ~ 2019/6/21 Fri.	2019/6/22 Sat. ~ 2019/6/28 Fri.	

1. Payment of Enrollment Procedure Fees

(1) Payment Steps

Step 1) Admission Fee

The Admission Fee (300,000 yen) must be paid during the period for 'Payment of Admission Fee'. Please note that once it has been received, the Admission Fee cannot be refunded under any circumstances.

<NOTE>

If successful applicants wish to pay the 'Admission Fee', 'Tuition Fee(s) and Miscellaneous Membership Fees' together, the payment must be completed during the period for Step 1.

Step 2) Tuition Fee(s) and Miscellaneous Membership Fees

The Tuition Fee(s) must be paid during the period for 'Payment of Tuition Fee(s) and Miscellaneous Membership Fees'. Miscellaneous Membership Fees for 2019 are collected at the same time.

(2) Payment Options

To make payment of Tuition Fee(s) and Miscellaneous Membership Fees, following payment methods are available.

April 2019 Enrollment	September 2019 Enrollment
<p>Option 1) Pay Full Amount at Once Pay Admission Fee and Tuition Fees for first and second semesters all together during the period of 'Payment of Admission Fee'.</p> <p>Option 2-A) Pay in 2 Installments 1) Pay Admission Fee and Tuition Fee for first semester together during the period of 'Payment of Admission Fee'. 2) Pay Tuition Fee for second semester by November 30, 2019.</p> <p>Option 2-B) Pay in 2 Installments 1) Pay Admission Fee during the period of 'Payment of Admission Fee'. 2) Pay Tuition Fees for first and second semesters together during the period of 'Payment of Tuition Fee(s) and Miscellaneous Membership Fees'.</p> <p>Option 3) Pay in 3 Installments 1) Pay Admission Fee during the period of 'Payment of Admission Fee'. 2) Pay Tuition Fee for first semester during the period of 'Payment of Tuition Fee(s) and Miscellaneous Membership Fees'. 3) Pay Tuition Fee for second semester by November 30, 2019.</p>	<p>Option 1) Pay Full Amount at Once Pay Admission Fee and Tuition Fee for first semester during the period of 'Payment of Admission Fee'.</p> <p>Option 2) Pay in 2 Installments 1) Pay Admission Fee during the period of 'Payment of Admission Fee' 2) Pay Tuition Fee for first semester during the period of 'Payment of Tuition Fee(s) and Miscellaneous Membership Fees'</p>

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

If a successful applicant cancels enrollment by March 31, 2019 for April 2019 Enrollment / September 25, 2019 for September 2019 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 under any circumstances.

No claims for refund will be accepted on or after April 1, 2019 for April 2019 Enrollment / September 26, 2019 for September 2019 Enrollment.

For a copy of the designated form, contact the International Admissions Office.

2. Submitting Enrollment Documents

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

Successful applicants living outside Japan must use a courier service (DHL, FedEx, OCS, etc.) or EMS 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 the deadline above.

Considerations

If you require special assistance during examination 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 the contact or depending on the content of request, the university might not be able to confirm necessary support measures in advance. Whether or not you apply for the course, contact the International Admissions Office as soon as possible. Information about requests will be shared with relevant sections of the University.

(1) To enroll in the dual undergraduate degree program with the Australian National University, students must meet the following requirement upon completion of one year of study equivalent to a full-time load (32 credits): The minimum Grade Point Average (GPA) required for a pass, which is a C grade at Ritsumeikan University. Students' fulfillment of the academic requirement is tested only once when they have completed one year of study equivalent to a full-time load (32 credits). Those who fail to meet the academic requirement cannot be enrolled in the dual degree program, but will be given an opportunity to complete their learning in a single degree program consisting of the courses provided by Ritsumeikan University.

(2) GLA provides pre-admission orientation sessions to students accepted on the dual undergraduate degree program for the following purposes:

1) To facilitate the students' transition into the program through actual learning experiences

As the GLA curriculum covers diverse disciplines across humanities and sciences, students can customize the academic experience according to their own purposes. In order to prepare for such a new learning environment, students are provided with information on the GLA curriculum and courses. The orientation also helps students to become familiar with how to take a longer-term perspective in planning their registration for courses over the next four years.

2) To foster a learning community of prospective GLA students

The dual undergraduate degree program offers an international learning environment with about 70% of students originating from outside Japan. This practical orientation will be a great opportunity for the students to prepare for their new life on campus, in which they will live and collaborate with others.

<NOTE>

Further details regarding the pre-admission orientation sessions will be provided after the final results of the admissions process are announced.

Admission Fee, Tuition Fees, and Other Membership Fees

1. First Year University Fees and Other Fees for Students Enrolling in 2019

(1) Admission Fee and Tuition Fees

[April Enrollment]

First year fees (Spring Semester and Fall Semester) for students enrolled in 2019

(Unit: Yen)

College	Admission Fee	Tuition Fees		Total
College of Global Liberal Arts	300,000	Spring Semester	1,150,000	2,600,000
		Fall Semester	1,150,000	

(Spring Semester: April-September / Fall Semester: September-March)

[September Enrollment]

First year fee (Fall Semester) for students enrolled in 2019

(Unit: Yen)

College	Admission Fee	Tuition Fee for Fall Semester	Total
College of Global Liberal Arts	300,000	1,150,000	1,450,000

(Fall Semester: September-March)

<NOTE>

The Admission Fee is only paid in the first year.

Separate fees may be charged if a student takes certain courses.

Payment of the Miscellaneous Membership Fees detailed below 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).

[April Enrollment]

First year fees for students enrolled in 2019

(Unit: Yen)

College	Student Government Board		Parents Association of Student Education Assistance		Total
	Registration Fee	Annual Membership Fee	Registration Fee	Annual Membership Fee	
College of Global Liberal Arts	3,000	5,000	5,000	10,000	23,000

[September Enrollment]

First year fees for students enrolled in 2019

(Unit: Yen)

College	Student Government Board		Parents Association of Student Education Assistance		Total
	Registration Fee	Annual Membership Fee	Registration Fee	Annual Membership Fee	
College of Global Liberal Arts	3,000	5,000	5,000	10,000	23,000

<NOTE>

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.

While studying at ANU, students don't have to pay the Membership Fees for the Student Government Board but do have to pay the Membership Fees for the Parents Association of Student Education Assistance.

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

[April Enrollment]

First year fees for students enrolled in 2019

(Unit: Yen)

College	Enrollment Procedure Fees			Amount to Be Paid in The Second Semester (Only If Paying in Installments)
	Step 1: Payment of Admission Fee	Step 2: Payment of Tuition Fees and Membership Fees		
		(a) Paying Fees in Full Tuition Fees for Spring & Fall Semester	(b) Paying in Two Installments Tuition Fee for Spring Semester	
College of Global Liberal Arts	300,000	2,323,000	1,173,000	1,150,000

<NOTE>

If a student chooses to pay in installments, the University will send information to the student about paying the second installment in October. The payment deadline for the second installment is November 30, 2019. If financial institutions are closed on November 30, the payment deadline will be the next business day.

[September Enrollment]

First year fees for students enrolled in 2019

(Unit: Yen)

College	Enrollment Procedure Fees	
	Step 1: Payment of Admission Fee	Step 2: Payment of Tuition Fee for Fall Semester and Membership Fees
College of Global Liberal Arts	300,000	1,173,000

2. Tuition Fees for the Second Year (2020) and Beyond

The fees below are the Tuition Fees for the second year and beyond for students who enrolled in 2019.

(Unit: Yen)

College	Tuition Fee (per semester)	Total (year)
College of Global Liberal Arts	1,150,000	2,300,000

<NOTE>

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 above, for the years when the students study at Ritsumeikan University is carried out at the same time as payment of Tuition Fee(s).

In taking Dual Degree Program, tuition fees of ANU shall not be charged separately. However, travel expenses, dormitory fees, and living expenses, etc. in relation to taking the courses offered in Japan and Australia shall be paid by students.

When students study at ANU, they must pay "the Student Services and Amenities Fee" directly to ANU (298 AUD in 2018).

3. Student Government Board and Parents Association of Student Education Assistance

(1) Student Government Board

The Ritsumeikan University Student Government Board is a self-governed organization made up of Ritsumeikan University students with the aim of contributing to the improvement and expansion of both academic and extra-curricular activities as well as the development of the academy as a whole. The Student Government Board is involved in conducting 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. These activities are conducted using various grants and subsidies from the university as well as membership dues.

(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.

(For International Students ONLY)

Status of Residence in Japan and Procedures to Enter Japan

1. Status of Residence of International Students

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

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

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

Ritsumeikan 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 of 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, Ritsumeikan University must confirm the applicant’s intent to enroll at the University. Ritsumeikan University considers payment of all required Enrollment Procedures Fees by the successful applicants to be a confirmation of their intent to enroll.

More information about the procedures relating to acquiring a status of residence in Japan will be provided in the After Admission webpage.

If, having read and understood the above information, you wish to have the University apply for the COE on your behalf, please check “Yes” to the question “Do you wish Ritsumeikan University to apply for the Certificate of Eligibility for Status of Residence on your behalf?” in section “V. Status of Residence in Japan” on the Registration Form of the booklet of the “APPLICATION FORMS”.

If you possess Japanese nationality or you are non-Japanese living in Japan with a valid status of residence, you do not need to apply for a COE.

The University will not apply for a COE for individuals other than successful applicants.

Ritsumeikan University Tuition Reduction Scholarship for Privately Financed International Students

“Ritsumeikan University Tuition Reduction Scholarship for Privately Financed International Students” is the tuition reduction scheme Ritsumeikan University offers to international students. This scholarship scheme 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. The recipients and amount of the tuition reduction will be determined based on the applicants’ screening results.

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

<NOTE>

Recipients must hold a status of residence “Student” to receive the reduction scheme. You can apply for the second year and beyond based on the academic performance of the previous year.

Information on other scholarships is also available on the following website.
<http://en.ritsumei.ac.jp/e-ug/>

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 of the Handling of Personal Information

Ritsumeikan University may outsource part of the handling of the personal information of applicants when necessary, such as the receipt of applications or the data entry of personal details. In such cases, Ritsumeikan University and the external organization will sign a contract regarding the appropriate management 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.

CONTACT/SUBMIT APPLICATION TO

International Admissions Office at Kinugasa Campus
Ritsumeikan University
56-1 Tojiin Kitamachi, Kita-ku, Kyoto
603-8577 (or 603-8346), Japan

E-Mail: hello@st.ritsumei.ac.jp
Tel: +81-75-465-8162

Available time: 9:00-17:00 Japan Standard Time
(Except Saturdays, Sundays and Public Holidays)