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1. Introduction

(1) About This Handbook

This handbook contains key information that you need in order to make the most of your experience here at Ritsumeikan University.

From now on, you will be living and taking classes among fellow Ritsumeikan students. Due to the differences between the culture, systems and customs of Japan and those of your home country, there may be times of confusion and distress. During such times, feel free to discuss any issues with the administrative office of your College / Graduate School or the International Center. Living an organized and meaningful student life will greatly help you achieve your own personal goals as an international student.

2. Student Life

(1) About the International Center

1) Location / Office Hours

International Center at Kinugasa Campus	<p>Mailing Address: Ritsumeikan University, 56-1, Tojiin Kitamachi, Kita-ku, Kyoto 603-8577, Japan</p> <p>Location: Meigakukan(“明学館”), 1st Floor</p> <p>Tel: +81 (0)75-465-8230</p> <p>Fax: +81 (0)75-465-8160</p> <p>E-mail: ru-inter@st.ritsumei.ac.jp</p> <p>Office Hours: Mon.-Fri. 10:00 a.m. - 5:00 p.m. (closed from 11:30 a.m. - 12:30 p.m. for lunch and Wednesday mornings)</p> <p>*When classes are not in session, the office is open in the afternoons only (1:00 p.m. - 5:00 p.m.)</p>
International Center at BKC	<p>Mailing Address: Ritsumeikan University, 1-1-1 Nojihigashi, Kusatsu, Shiga 525-8577, Japan</p> <p>Location: Across Wing(“アクロスウイング”), 1st Floor</p> <p>Tel: +81 (0)77-561-3946</p> <p>Fax: +81 (0)77-561-3956</p> <p>E-mail: ru-inter@st.ritsumei.ac.jp</p> <p>Office Hours: Mon.-Fri. 10:00 a.m. - 5:00 p.m. (closed from 11:30 a.m. - 12:30 p.m. for lunch and Wednesday mornings)</p> <p>*When classes are not in session, the office is open in the afternoons only (1:00 p.m. - 5:00 p.m.)</p>
International Center at OIC	<p>Mailing Address: Ritsumeikan University, 2-150 Iwakura-cho, Ibaraki, Osaka 567-8570, Japan</p> <p>Location: Building A(“A 棟”), AN Office, 1st Floor</p> <p>Tel: +81 (0)72-665-2070</p> <p>Fax: +81 (0)72-665-2079</p> <p>E-mail: ru-inter@st.ritsumei.ac.jp</p> <p>Hours: Mon.-Fri. 10:00 a.m. - 5:00 p.m. (closed from 11:30 a.m. - 12:30 p.m. for lunch and Wednesday mornings)</p> <p>*When classes are not in session, the office is open in the afternoons only (1:00 p.m. - 5:00 p.m.)</p>

2) Inquiries dealt with at the International Center

Student Life:	Extension of stay	p. 21
	Change in residence status	p. 22
	Permission to engage in activity other than that permitted under the status of residence previously granted (“Work Permit”) / Part-time jobs *We do not offer employment introductions	p. 24
	National Health Insurance application procedures National Pension Scheme exemption procedures	p. 33
Scholarships:	Scholarship applications for international students Issues pertaining to financial aid	p. 8
International Exchange Events:	Applications for events within the university and in the local community, information service	p. 6
Overseas Study:	Applications for overseas study administered by the university, information about the programs	

Note: Our services are open for international students at the university as well as those who are on a leave of absence and those who are scheduled to enter the university. We also provide a variety of information on topics other than those listed above. Please visit our reception desk if you have any questions.

3) Important requests from the International Center

Change in Residence Status Extension of Period of Stay:	Any change in Residence Status or Period of Stay must be reported to the International Center on your campus.
Change of Telephone Number:	You must report any change in your home or cell phone number to the administrative office of your College / Graduate School and to the International Center on your campus. We use this information to contact you regarding your visa, scholarship, and other important issues.
Change of Address:	If your address changes, be sure to change it on Campus Web and report the change to the administrative office of your College / Graduate School or to Manabi Station. You may be sent important documents related to scholarships and tuition fees from time to time. If you do not change your current address or tuition fees billing address in accordance with the prescribed procedures, your tuition fees bill cannot be mailed correctly. You must also update your health insurance and Residence Card at your City Hall or Ward Office within 14 days. After completing those procedures, please submit a photocopy of both sides of your Residence Card to the International Center on your campus.

Leaving the Country:	Please report to the International Center on your campus if you have plans to temporarily leave Japan at any time. In the event of a natural disaster or terrorist attack, this will allow us to ensure that all students are safe.
Change to Enrollment Status (Leave of Absence, Reenrollment, Withdrawal)	If you wish to change your enrollment status, please contact the administrative office of your College / Graduate School and the International Center as soon as possible.

Significant information related to student life is provided via the following methods. Please make sure you don't miss any of the important information made available through these channels.

Student Bulletin Boards and Campus Web:	Information for students is posted on bulletin boards around the university as well as on Campus Web. Please take it upon yourself to check the bulletin boards located near the International Center, the administrative office of your College / Graduate School, and Manabi Station, as well as Campus Web, on a regular basis.
Student Mailing List:	The International Center uses the [mlst-inter-en] international student mailing list, the scholarship email address (rscholar@st.ritsumei.ac.jp), and other university email accounts to provide important information about scholarships, tuition reduction, and international exchange events. Mail from the international student mailing list will arrive in your university (ritsumei.ac.jp) account, so please check it regularly to make sure that you do not overlook this important information.

(2) On-Campus Consultation

Consultation Topic	Consultation Desk	Comments
I want my student card reissued	Manabi Station	You are required to pay 2,000 yen for the reissuance of your card
I want to report a change to my address or phone number	Manabi Station	Make sure to submit this information to the International Center as well
I need various certificates (e.g. pertaining to my grade report or school registration)	Certificate Issuing Machine or Manabi Station	For certificates of scholarship receipt, please visit the International Center
I need to discuss issues relating to my classes (class registration/advising)	(Kinugasa/BKC) Administrative office of your College / Graduate School (OIC) Manabi Station	
When I want to take a leave of absence from / re-enter / leave school	(Kinugasa/BKC) Administrative office of your College / Graduate School, (OIC) Manabi Station International Center	
Discussions related to Residence Status	International Center	
I want to apply for the National Health Insurance Subsidy	International Center	
I caused / was involved in an accident or incident	Office of Student Affairs	
I want permission to take part in activities not authorized under my current status of residence (Work Permit)	International Center	Personally apply at your local Immigration Office
Post-Graduation Career Counseling	Career Center	
I feel sick or have a health-related issue	Medical Service Center	
I want to receive counseling	Student Support Room (Office of Student Affairs)	
I lost something on campus	Office of Campus Information	

Note: The consultation desk for international students at Suzaku Campus is at the Inter-Faculty Graduate School Office. Although there may be cases where correspondence with the International Center at Kinugasa is required, please consult with the Inter-Faculty Graduate School Office first.

(3) International Exchange Events

1) International Student Exchange Events Sponsored by the International Center, Proposed 2017 Schedule.

Time of Year	Content
March	Spring Semester New Student Orientation
May	Welcome Party for New International Students (Planned)
September	Fall Semester New Student Orientation
October	Fall International Exchange Event (Kyoto/Shiga Area Sightseeing)
November	International Exchange Bus Tour (Overnight Event)
December	Winter International Exchange Event (e.g. Multicultural Festival)

Note: The abovementioned events are carried out by the International Center and the Tutors for International Students Assembly (TISA). In addition, the International Center receives information about international events that are carried out by the local authorities and other organizations. The International Center will publish all such information on its bulletin board and through the international student mailing list.

2) Campus International Exchange Areas

Kinugasa Campus: Meigakukan (“明学館”) 1st Floor

BKC: Across Wing (“アクロスウイング”) 1st Floor

OIC: Building A (“A 棟”) 1st Floor

Kinugasa and BKC Campuses have “International Exchange Lounges,” while OIC campus has the “iCommons,” all of which can be used freely by international and Japanese students and can be reserved for international exchange. These areas offer foreign newspapers, magazines, and a television for foreign news broadcasts as well as materials on Japanese culture and a variety of printed and audiovisual material on overseas universities and international study programs.

3) International Student Tutors

Composed primarily of undergraduate students, TISA is a group that not only assists international students in their student lives and learning experiences, but also administers international exchange events. TISA carries out this assistance in Kyoto, Shiga and Osaka, and acts to consult students on issues that may arise relating to their everyday lives and university learning. (It is also possible for international students to join TISA.)

4) Extracurricular Activities

There are currently about 400 student organizations in the categories of academic research (gakujutsu), arts and culture (gakugei), and sports (taiikukai) at Ritsumeikan. Extracurricular activities, such as student clubs and circles, enable you to meet and exchange with Japanese students, and via working together towards a mutual goal, help you mature as an individual. Club activities play a very important role in the college experience in Japanese culture and therefore, international students are highly encouraged to participate in these activities to expand their knowledge and understanding of Japanese culture and to form personal networks with Japanese students. If you would like information about individual clubs and circles, please consult with the Office of Student Affairs. In addition, each college has several student support organizations, including one known as ORITOR (or ENTER), where older student volunteers provide learning, student life, and other support for younger incoming students.

3. Scholarships

(1) Outline

Ritsumeikan University has several varieties of post-enrollment scholarships. These scholarships can be divided into two general categories: Tuition Reduction and University-Recommended Scholarships. While most scholarships require that applicants hold a "Student" status of residence, there are some scholarships that do not require this status of residence. Therefore, interested students are encouraged to submit applications for the Self-Financed International Student Scholarship explained below. In general, scholarships are awarded to students who are proactive in their studies and other activities. There are not enough scholarship opportunities to guarantee that all international students will be able to receive a scholarship, however. Additionally, various scholarships have additional eligibility criteria, conditions and application procedures, so financial need alone does not guarantee that applicants will receive scholarship assistance. Please make sure you understand the application method for each scholarship and apply for the appropriate scholarship by the due date.

Scholarship Category		Eligible Applicants
1) Tuition Reduction	(1) Tuition Reduction Scheme for Self-Financed International Students	All Students (Students within their standard program duration)
2) University-Recommended Scholarships	(2) Scholarships provided by Ritsumeikan University	All Students
	(3) Scholarships from central and local governments, private foundations, and individuals (recommended by the university)	
3) Scholarships to which students can apply individually (no university recommendation required)		Varies based on the scholarship

*Check the bulletin boards at the International Center (Kinugasa/BKC/OIC) or the Administrative Office of Inter-Faculty Graduate Schools at Suzaku Campus periodically for information about scholarships for international students.

*Contact the administrative office of your College / Graduate School (Kinugasa/BKC), Manabi Station (OIC), the Office of Student Affairs, the Office of Graduate Studies, or the Inter-Faculty Graduate School Office for details about scholarships that are not available at the International Office.

*For details, refer to the scholarship list. (See pages 13-17).

(2) Tuition Reduction Types

1. Tuition Reduction Scheme for Self-Financed International Students

- The Tuition Reduction Scheme for International Students (for students who enrolled in 2012 or earlier) as well as the Special Encouragement Scholarship Tuition Reduction Scheme for International Students concluded at the end of the 2016 academic year.
- Starting from the 2017 academic year, all students will adopt the “Ritsumeikan University Tuition Reduction Scheme for Self-Financed International Students”.
- In regards to Japanese based undergraduate students, only applicants with grades within the top 70% of all scholarship applicants are eligible for tuition reduction.
- All English based undergraduate student applicants are eligible for tuition reduction, however, the rate of those awarded is subject to change.
- There is no change in the system for graduate students.
- For more details, please refer to the Scholarship Application Guidelines.

Eligibility Criteria

- Must be enrolled in an undergraduate or graduate degree-seeking program at Ritsumeikan University. (Students on a Leave of Absence are not eligible.)
- Must have the status of residence of "Student."
- Must be a privately-financed international student.

Reduction Period

1 year *(“Graduate I” category students receive a reduction for the duration of their standard program completion period)

Application Periods

Spring Semester: April (spring enrollees)
Fall Semester: October (fall enrollees)

<Ritsumeikan University Tuition Reduction Scheme for Self-Financed International Students / Undergraduate Students> ※New system starting from the 2017 academic year.

Japanese Based Students (Other than majors/courses listed below)	Undergraduate I (100% reduction) : Top 10% of applicants
	Undergraduate II (50% reduction) : Top 10% of applicants that did not receive 100% reduction
	Undergraduate III (20% reduction) : Top 50% of applicants
English Based Students (International Relations-GS) (Policy Science-CRPS) (Information Science and Engineering-ISSE)	Undergraduate I (100% reduction) : Top 10% of applicants
	Undergraduate II (50% reduction) : Top 10% of applicants that did not receive 100% reduction
	Undergraduate II (20% reduction) : Applicants who didn't receive type I or II reduction

<Ritsumeikan University Tuition Reduction Scheme for Self-Financed International Students / Graduate Students> ※No change to the system.

All Researchers	Graduate I (100% reduction) : Decided upon acceptance
	Graduate II (20% reduction) : Applicants who did not receive type I reduction

Important Notes

*Students who wish to receive the Tuition Reduction above must apply each year. Receipt of tuition reduction does not automatically carry over to subsequent years.

*Applicants who have paid the entire year's tuition at the time of application and fall semester applicants will receive a refund of the amount of tuition at the end of the academic year.

*Applicants who decide to take a leave of absence from their studies, withdraw, or study abroad after submitting their application should report that decision to the International Center at their campus immediately.

(3) Scholarship Types

1) University-Recommended Scholarships

University-Recommended Scholarships include Scholarships provided by Ritsumeikan University and Scholarships from central and local governments, private foundations, and individuals (recommended by the university). Application procedures for these scholarships are described below. A list of all scholarships may be found on pages 14-18. The scholarship award amount and payment period varies based on the scholarship.

2) Scholarships to which students can apply individually (no university recommendation required)

If the university receives information about scholarships to which students may apply on their own, that information will be posted on the International Center bulletin boards and the Inter-Faculty Graduate School Office's bulletin board at Suzaku Campus. Other scholarships may exist that do not pass information to the university, so please check the scholarship organizations' home pages and bulletins on your own.

*If you apply for any scholarships on your own, please be certain to inform the International Center at your campus or the Inter-Faculty Graduate School Office

(4) Application Procedures

1) Ritsumeikan University Self-Financed International Student Scholarship Application

The Ritsumeikan University Self-Financed International Student Scholarship Application is the single process used to apply for both Tuition Reduction and University Recommended Scholarships. Applications, using the university's designated forms, are accepted at the International Center and the Inter-Faculty Graduate School Office at Suzaku Campus twice each year, in the spring (early April) and fall (early October). The application process is explained during the pre-application information session each semester, so interested students should make every effort to attend those sessions.

If you fail to apply for the Ritsumeikan University Self-Financed International Student Scholarship, you will not be eligible to receive tuition reduction and/or University-Recommended Scholarships. Students who wish to receive scholarships and/or tuition reduction, please be sure to apply.

*Applications for the Ritsumeikan University Self-Financed International Student Scholarship will be accepted in early April and early October. For more information, please read the separately released application guidelines.

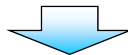
2) Required Application Documents (Prospective)

- | |
|---|
| a) Application form for international student scholarship |
| b) Copy of both sides of Residence Card |
| c) Report (Graduate Students only) |

* If you will take a leave of absence, withdraw from the university, or study abroad after applying for Ritsumeikan University Self-Financed International Student Scholarship, please notify the International Center of the decision promptly.

(5) Application Process Flowchart

Ritsumeikan University Self-Financed International Student Scholarship Application
(Early April or Early October)



Tuition Reduction

Application Forms will be checked, eligibility verified, and recipients determined.



University-Recommended Scholarships

Application documents and interviews (graduate students only) will be evaluated and students will be ranked for scholarship recommendation.



< Tuition Recipients >

“Tuition Reduction Scheme for Privately Financed International Students”

① 2016 or earlier Enrollees

Spring Application

Amount of reduction will be processed as overpayment

Fall Application

Tuition reduction will be reflected on tuition bill

② 2017 Enrollees
(undergraduate)

Spring/ Fall Application

Tuition reduction will be reflected on tuition bill

Scholarships Provided by Ritsumeikan University

University selects awardees



Awardees announced on bulletin boards



Formal notice of award after completion of required paperwork and procedures

Scholarships from central and local governments, private foundations, and individuals

When the university receives the request for nominees, it will select candidates that meet the scholarship conditions



University will contact eligible candidates or post names on bulletin boards



Candidates complete designated paperwork and submit the forms to the university



Awarding organization conducts document and interview selection process and informs university of results

<Non Recipients>

Full (non-reduced) tuition will be shown on fall tuition bill

(6) Certificates of Scholarship Receipt

The International Center can issue certificates of scholarship receipt when necessary for purposes such as extension of stay or passport renewal.

1) To Apply:

Complete all sections and submit the "Application for Certificate Issuance" as well as the processing fee to the International Center at your campus during service hours.

2) To Receive:

Certificates can be picked up at the International Center or mailed.

3) Processing Time:

Approximately one week from application *Processing time for certain certificate types may take longer.

4) Fee:

200 yen/copy (in English or Japanese)

5) Available Certificates (English or Japanese):

Certificate of Tuition Reduction Receipt, Certificate of Monbukagakusho Scholarship Receipt, etc.

(7) List of Scholarships

U: Undergraduate / **G:** Graduate / **M:** Master's Degree / **D:** Doctoral Degree / **RU:** Ritsumeikan University

RU-SES: Ritsumeikan University Special Encouragement Scholarship for International Students

* Spring/Fall in the Application Period column indicates the period for University-Recommended Scholarships.

1) Tuition Reduction Offered by Ritsumeikan University

Tuition Reduction Name	Eligibility Criteria (Award in 2016)					Japanese Proficiency	Tuition Reduction Conditions		Application Period in 2016
	Lvl	Major	Yr	Country	Age		Amount	Award Period	
Special Encouragement Scholarship Tuition Reduction Scheme for Self-Financed International Students (Students who enrolled in 2013 or later)	U	—	—	—	—	—	A portion of tuition (see p.9)	1 year 1 year (Minimum years required for graduation for Cat I)	Spring/ Fall
	G								
Tuition Reduction Scheme for International Students (Students who enrolled in 2012 or earlier)※ concluded in the AY2016	U	—	—	—	—	—		1 year	Spring/ Fall
	G								

2) Scholarships Offered by Ritsumeikan University

Scholarship Name	Eligibility Criteria (Award in 2016) *Only special notes are mentioned					Japanese Proficiency	Scholarship Conditions		Application Period in 2016	Recommended Recipients in 2016	Awards in 2016
	Lvl	Major	Yr	Country	Age		Amount	Award Period			
RU-SES (concluded at the end of the 2016 academic year)	G						Reduction equivalent to 50% of tuition (excluding admission fee and membership fees)	1 year	Spring	(M)2	2
										(D)2	2
Ando Momofuku Scholarship for International Students	U			Asian Countries	Under 30		1,000,000 yen/ year	1 year	Spring	2	2
	G									2	2
International Students Assistance Scholarship by Ritsumeikan Faculty/ Staff	U						250,000 yen/ year	1 year	Spring	17	12
	G										5
RU Parents' Association of Student Education Assistance International Students Scholarship	U						250,000 yen/ year	1 year	Spring	20	20
RU-SES *Students who enrolled in 2012 or earlier ※concluded in the AY2016	U		4				50% or 70% reduction of tuition (excluding admission fee and membership fees)	1 year	Spring	33	33
			3								
			2								

3) Scholarships Offered by Private and Public Foundations (Requiring University Recommendation)

The following is information regarding the scholarship application situation from the previous year. Whether or not these scholarships will be offered in 2017 depends on the private or public foundations which administer them.

Scholarship Name	Eligibility Criteria (Award in 2016) *Only special notes are mentioned						Scholarship Conditions		Application Period in 2016	Recommended Recipients in 2016	Awards in 2016
	Lvl	Major	Yr	Country	Age	Japanese Proficiency	Amount	Award Period			
Monbukagakusho Scholarship for International Students ("Kokunai Saiyo") *Not available during AY2017	G									Made available for AY2016 (Not available during AY2017)	
Monbukagakusho Honors Scholarship for Privately Financed International Students	U						48,000 yen/ month	1 year	Spring	124	124
	G									20	20
Monbukagakusho Honors Scholarship for Privately Financed International Students (Additional Category)*	U						48,000 yen/ month	6 months	Spring	47	47
	G									26	26
Asian Foundation for International Scholarship Interchange	U			Asian Countries	under 30	required	60,000 yen/ month	1 year	Spring	1	0
	G						(M) 60,000 yen/ month			1	1
							(D) 70,000 yen/ month				
Ajinomoto Scholarship Foundation	G	Food, Nutrition, or Health Fields		Asia, South America, Africa	under 30		150,000 yen/ month	At most 2 years	Spring	1	0
The Iwatani Naoji Foundation Scholarship for International Students	G	Natural Sciences and related fields		East/ Southeast Asian Countries	(M) under 30	required	150,000 yen/ month	1 year	Fall	2	0
					(D) under 35						
Ichikawa International Scholarships Foundation (Spring Application)	U			Asian Countries	under 35	required	100,000 yen/ month	2 years	Fall	3	0
	G									0	0
Ichikawa International Scholarships Foundation (Fall Application)	U			Asian Countries	under 35	required	100,000 yen/ year	1 year	Spring	0	0
	G									1	1
Otsuka Toshimi Scholarship Foundation	G	Business Administration Health, Drug related sciences		Asia, Middle East, African Countries, Brazil, Russia, and Czech Republic	under 38		2,000,000 yen, 1,500,000 yen, or 1,000,000 yen/ year	1 year	Fall	2	2
Otsuki Memorial Scholarship for Asian and African Countries *Scholarship will end after AY2016	G	Science and Engineering		Asian and African Countries		required	(M) 800,000 yen/ year	1 year	Spring	3	2
							(D) 1,200,000 yen/ year				
Kato Asao International Scholarships Foundation	G			Asian Countries	(M) 35 or under	required	(M)130,000 yen/ month	2 years	Fall	2	2
					(D) 40 or under		(D)150,000 yen/ month				
Kashiyama Scholarship Foundation										No request for recommendation	
Kamenori Foundation	G	Humanities and Social Sciences	M1 D1	China, Hong Kong, Taiwan, Korea, and designated ASEAN countries		required	200,000 yen/ month	Minimum years required for graduation	Fall	1	0
Kyoshin Sakakida Kizo Memorial Scholarship	U		2 and up		under 30	required	500,000 yen/ year	1 year	April (open application)	1	1
Kyoritsu International Foundation Scholarship	U		1-3	Asian Countries		required	100,000 yen/ month	2 years	Fall	0	0
	G	D1, etc.	1							0	
Kyoritsu Maintenance Scholarship Fund	U		1-3	Asian Countries		required	60,000 yen/ month	1 year	Fall	1	0
KDDI Foundation	G	*1			35 or under		100,000 yen/ month	6 months or 12 months	June (open application)	2	0
International Japanese Cultural Research Foundation	G	Currently enrolled	D1-3			required	120,000 yen/ month	At most 3 years	Fall (open application)	0	0

		Doctorate students in Kyoto Prefecture									
Kobayashi International Scholarship Foundation	U		3-4	Asian Countries	35 or under	required	150,000 yen/ month	Minimum years required for graduation	Fall	2	1
	G						180,000 yen/ month			1	1
SGH Scholarship (Sagawa Scholarship Foundation)	U		3	ASEAN countries	under 27	required	100,000 yen/ month	2 years	Fall	0	0
	G		M1 D2		under 35					0	0
Sato Yo International Scholarship Foundation (Fall Application)	U			Asian countries (excluding China, Taiwan, Korea)		required	150,000 yen/ month	2 years	Spring	1	0
	G						180,000 yen/ month			1	1
Sato Yo International Scholarship Foundation (Spring Application)	U			Asian countries (excluding China, Taiwan, Korea)		required	120,000 yen/ month	2 years	Dec (open application)	0	0
	G		U1 M1 D1				180,000 yen/ month	Minimum years required for graduation *D only: mid-study review required			
JEES Scholarship	U					required	30,000 yen/month	At most 2 years	From April (open application)	2	2
	G										
JEES Scholarship for the Promotion of Japanese Language Learning (JLPT)	U	*2				required	50,000 yen/ month	At most 2 years	From May (open application)	0	0
	G										
JEES Scholarship for the Promotion of Japanese Language Learning (JLTCT)	U	*3				required	50,000 yen/ month	At most 2 years	From May (open application)	0	0
	G										
JEES Scholarship for the Promotion of Japanese Language Learning (Priority Countries)	U			Designated Priority Countries		Required	50,000 yen/month	At most 2 years	From May (open application)	0	0
	G										
JT Asia	G			Asian Countries	under 35	required	150,000 yen/ month	At most 2 years	Fall	1	1
LIAJ (Life Insurance Association of Japan) International Student Scholarship	U	*4	3	Asian Countries		required	100,000 yen/ month	2 years	Fall	2	0
Korea Scholarship Foundation	U		1	Korea	under 30	required	25,000 yen/ month	1 year	Spring	1	0
			2 and up							1	1
	G				under 40		(M) 40,000 yen/ month (D) 70,000 yen/ month		Fall	1	0
Zhang Fen Jun Scholarship Fund	U	Currently enrolled university students in Kyoto City	2 and up	Asian Countries		required	50,000 yen/ month	1 year	Spring	1	0
Docomo Scholarship	G	Communication Technology and Information Processing (Humanities and Social Sciences Majors Included) *5	M1	Asian Countries		required	120,000 yen/ month	2 years	Spring	3	1
Toyota Communication Systems Scholarship										No request for recommendation	
Toyota Tsusho Scholarship	U	Social Sciences such as Economics and Law, Humanities, or Science and Engineering	3		under 26	required	100,000 yen/ month	2 years	Fall	2	0
Nishimura International Scholarship Foundation (Spring Application)	U		3	Asian Countries		required	120,000 yen/ month	2 years	April (open application)	1	1
								(M)2 years			
	G	Those currently living in Osaka Prefecture	M1 D1					(D)3 years		1	1
Nishimura International Scholarship Foundation (Fall Application)										No request for recommendation	
JCG-S Scholarship Foundation	U	Science and Engineering				required	250,000 yen/ year	1 year	Spring	1	1
	G									1	1

JSSF (Japan Securities Scholarship Foundation)	U	Social Sciences (Law, Economics, Management)	2	East Asian and Southeast Asian Countries/Ar ea	Under 23		35,000~ 45,000 yen/ month	Minimum years required for graduation	April (open application)	0	0
	G		M1		(M) Under 26		40,000~ 50,000 yen/ month			1	1
			D1		(D) Under 29		45,000~ 55,000 yen/ month				
Hashimoto Jun Memorial Scholarship	U	Humanities		East Asian Countries		required	100,000 yen/ month	Minimum years required for graduation	April (open application)	1	0
	G									4	2
Hashiya Scholarship Foundation	U			Indonesia		required	100,000 yen/ month	Minimum years required for graduation	Spring	1	0
	G										
Hattori Scholarship										No request for recommendation	
PAL Inoue Foundation	U		2, 3, 4			required	25,000 yen/ month	1 year	Spring	1	1
Biwako Scholarship	U					required	20,000 yen/ month	1 year	Spring	2	0
	G									1	1
Hirose International Scholarship Foundation International Student Scholarship	U			Asian Countries	Under 35	required	150,000 yen/month	1 year (extension is possible)	Fall	1	1
	G									1	1
Heiwa Nakajima Foundation Scholarship	U					required	100,000 yen/ month	1 year	Sep (open application)	1	0
	G									1	0
Mitsubishi Corporation Scholarship	U		3-4				100,000 yen/ month	Minimum years required for graduation	Fall	3	1
	G						150,000 yen/ month			2	0
Mitsubishi UFJ Trust Scholarship Foundation										No request for recommendation	
Yasuda Scholarship Foundation	U	Law, Economics, Business Administration	2			required	100,000 yen/ month	Maximum of 3 years	Fall	2	0
Yasuda Scholarship Foundation (Sports Scholarship)	U	*6	1-3			required	100,000 yen/ month	Minimum years required for graduation	April (open application)	0	0
Yuasa International Student Scholarship (AY 2017 adoption, not accepting applications)	G			East Asian and Southeast Asian Countries/Ar ea		required	100,000 yen/ month	Minimum years required for graduation	Spring	3	1
Rotary Yoneyama Memorial Scholarship	U		3-4		under 45	required	100,000 yen/ month	Minimum years required for graduation	Sep (open application)	6	2
	G		M1-2 D2-3				140,000 yen/ month			6	3
Tatsunoko Foundation										No request for recommendation	
Teijin Scholarship Foundation										No request for recommendation	
Tobe Maki Scholarship Foundation										No request for recommendation	
Fuji Seal Packaging Education and Scholarship Foundation										No request for recommendation	
Rakuchu Kirita Scholarship	G			Southeast Asia and surrounding areas				1 year (maximum 2 years)	Fall	0	0

*1 Studying telecommunications or a related theme in the fields of law, politics, economics, society, culture, or technology

*2 Those studying in the field of Japanese Language Teaching, who passed last year's JLPT level N1 at a test site in Japan

*3 Those who passed the Japanese Language Education Ability test within the past three years

*4 Those interested in the financial industry, especially in life insurance

*5 Those studying communication technology or information processing. Humanities and Social Studies majors researching "communication technology, information processing".

*6 Those engaging in Sports Studies, or official members of university recognized sports clubs who are expected to produce notable results

* Scholarship requirements are subject to change.

* Scholarships that require Japanese language proficiency have "required" in the Japanese Proficiency column

4) Other Scholarships Offered by Private Foundations that Students Must Apply for Independently

Scholarship Name	Eligibility Criteria						Scholarship Conditions		Application Period
	Lvl	Major	Yr	Country/ Region	Age	Japanese Proficiency	Amount	Award Period	
Otsuka Toshimi Scholarship Foundation	U	*1				required	2,000,000 yen, 1,500,000 yen, or 1,000,000 yen/ year 500,000 yen/ year if you receive it concurrently with another scholarship	1 Year	Apr - May
	G								
Interchange Association, Japan	G			Taiwan	Those born on or after 1982/4/2		144,000 - 145,000 yen/ month	Minimum years required for graduation	Sep - Oct
Yamaha Motor Foundation for Sports International Sports Scholarship	Discontinued after AY2016								
Nitori International Scholarship Foundation	U		3-4		26 or under	required	110,000 yen/ month	1 year	Aug-Nov
	G		M1-2		28 or under				
	G								
Donghua Educational and Cultural Exchange Foundation Scholarship	U		3-4	China (incl. Taiwan, Macau, Hong Kong)			100,000 yen/ month	1 year	Jun
	G		All						
Niwa Uichiro Scholarship	G	*1		China	Those born on or after 1987/4/2		70,000 yen/ month	1 year	Nov

*1 For more details in regards to majors, please confirm by checking the scholarship foundation's website.

* Scholarship requirements are subject to change.

* Scholarships that require Japanese language proficiency have “required” in the Japanese Proficiency column. For more details, please check the scholarship's website.

4. Residence Procedures for Foreign Residents

International students are permitted to stay in Japan for the purpose of receiving education at a Japanese university. Students are required to follow the procedures below during their stay in accordance with the “Immigration Control and Refugee Recognition Act” and the “Basic Resident Registration Law.” Please carry out these procedures carefully, as they are important to prove your status as an international student and to study at a university.

Document Type	Where to Apply
Extension of Period of Stay	Local Immigration Bureau
Change in Status of Residence	
Permission to engage in activity other than that permitted under the status of residence previously granted (Work Permit)	
Permission for Re-Entry	Local Immigration Bureau (Unnecessary in most cases, if you possess a valid residence card and intend to return to Japan within 1 year)
New address registration	Local city hall, ward office, or town/village office

(1) Status of Residence at Ritsumeikan University

1) Periodical Report about Students who took a Leave of Absence, Withdrew from the University, Were Dismissed, or Whose Whereabouts Are Unknown.

Ritsumeikan University makes periodic reports to the local immigration bureau and the Ministry of Education, Culture, Sports, Science, and Technology (Monbukagakusho/ MEXT) regarding enrolled students who took a leave of absence, withdrew, were dismissed, or whose whereabouts are unknown. Additionally, all educational organizations hosting mid- to long-term residents with "Student" status, should, when they begin hosting such students (admission, transfer, etc.) or terminate hosting (graduation, dismissal, etc.) notify the Immigration Bureau of the fact within 14 days of the event. Therefore, if you change your student status, status of residence, or period of stay, please inform the International Center as soon as possible.

2) Expiry of Status of Residence

Your “Student” status of residence will expire immediately as soon as you complete your studies, graduate, are dismissed from, or withdraw from (even for a leave of absence*) Ritsumeikan University and you will be asked to return home at once. Even if you have time remaining on your period of stay, you may not remain in the country under the status of residence of “Student” once you meet any of the criteria above. If you have time remaining on your period of stay but your “Student” status of residence is no longer valid, as in the case above, you must notify an immigration officer at the time of your departure from Japan and turn in your Residence Card.

*Students who are taking a Leave of Absence from their studies must report their leave of absence from Ritsumeikan University to the Immigration Bureau within 14 days and also

consult with them regarding the management of their status of residence after they re-enroll. Additionally, you must report the change of your “Student” status of residence to the Regional Immigration Bureau with jurisdiction over your residential area within 14 days of the change.

3) Cancellation of Status of Residence

If you no longer pursue activities in accordance with your status of residence and you stay in Japan for more than three months, your resident status will be cancelled. If you, as a “Student,” continue to stay in Japan after you stop attending the university or your status changes due to graduation, completion of your study, withdrawal, dismissal, or a leave of absence, your status of residence is subject to cancellation. Once the status is cancelled, you may face immediate deportation from Japan. You will not be allowed to study in Japan again and may be denied re-entry into Japan for five years. In the event of scheduled withdrawal, dismissal or a leave of absence, you must contact the International Center in advance.

4) Permission to Engage in an Activity Other than That Permitted by the Status of Residence Previously Granted (“Work Permit”)

Foreign residents with a “Student” status of residence must have a Work Permit, called “Permission to Engage in an Activity Other than that Permitted by the Status of Residence Previously Granted,” in order to work at a part-time job or engage in most other paid activities. Recently, an increasing number of international students have been apprehended by police for working without authorization. You must obtain a work permit and stay within the guidelines outlined in your permit, including the job duties and number of working hours. Please report your place of employment, job type, and the number of hours to the International Center. Please refer to pages 25 for further information on how to apply for the permit and other guidelines.

5) Basic School Survey Conducted by MEXT

With the aim of surveying basic school matters and obtaining basic data regarding the administration of school education, the Ministry of Education, Culture, Sports, Science and Technology annually carries out the Basic School Survey. Ritsumeikan University, under the guidance of the ministry, also conducts a Basic School Survey of the students belonging to all Ritsumeikan Colleges as of May 1st each year.

In order to collect information required for the survey, the International Center at each campus obliges you to submit a copy of the front and back of your residence card from mid-April each year. If you do not submit the copy, it is not possible to reflect correct information in the survey. When you receive instructions via the international student mailing list or CAMPUS WEB, please promptly submit a copy of the front and back of your residence card to the International Center on your campus.

(2) Extension of Period of Stay

“Student” residence status is granted in several different lengths: 3 months, 6 months, 1 year, 1 year and 3 months, 2 years, 2 years and 3 months, 3 years, 3 years and 3 months, 4 years, or 4 years and 3 months. Many international students’ initial Period of Stay may not be long enough to complete their studies, so they must extend their period of stay during their enrollment at the university. Please check your period of stay yourself, and promptly extend your status 3 months prior to the date of expiry. Once you extend your period of stay, you must also renew your work permit (Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted), as it will become invalid. If necessary, reapply for the permit after your stay is extended.

Your application for extension of period of stay requires the university seal. Fill out the “For applicant” parts 1 through 3 of the application form and bring it to the International Center on your campus.

Please note that it may take additional time to complete your documents at the International Center during the busier seasons.

1) Documents required for application:

a) Application for extension of period of stay

*The form can be downloaded from the Immigration Bureau’s homepage:

➤ <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/03-format.html>

*As proof of identity when requesting the university completed paperwork and university seal, you must submit a copy of the front and back of your residence card and student ID card, and a copy of your course registration card.

b) Certificate of Enrollment

c) Academic Transcript or Notification of Academic Record

d) Passport

e) Residence Card

f) Photograph (40mm x 30mm, ID-style, taken within 3 months)

g) Application Fee of 4,000 yen (revenue stamp)

*Revenue stamps can be purchased at the immigration office.

*The required documents may differ depending on each individual.

2) Additional instructions:

- a. Submit a photocopy of the front/back of your new Residence Card to the International Center as proof of your renewal of status of residence.
- b. If you have not earned enough course credits, your extension may not be approved, and you will no longer be permitted to stay in Japan.

(3) Change in Status of Residence

1) Changing to “Student” status

International students enrolled in the university’s undergraduate or graduate programs must acquire “Student” resident status in order to be eligible for several programs offered by the university. When you change your status of residence to “Student”, the Immigration Bureau requires the university seal on your application.

1. Documents required for application:

a) Application for change in resident status

*The form can be downloaded from the Immigration Bureau’s homepage:

➤ <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/02-format.html>

*As proof of identity when requesting the university completed paperwork and university seal, you must submit a copy of the front and back of your residence card and student ID card, and a copy of your course registration card.

b) Certificate of Enrollment

c) Passport

d) Residence Card

e) Photograph (40mm x 30mm, ID-style, taken within 3 months)

f) Application Fee of 4,000 yen (revenue stamp)

*Revenue stamps can be purchased at the immigration office.

2. Additional instructions:

- a. The required documents may differ depending on the student and their current status of residence.
- b. Depending on your current status of residence, you may not be allowed to change your status in Japan. Please contact your regional immigration office.
- c. After you receive your new Residence Card, please submit a copy of the front and back of the card to the International Center.

2) Changing from “Student” to other status of residence

Those who have a status other than “Student” are not eligible for tuition reduction, international student scholarships, aid to pay national health insurance premiums, or other forms of aid. If you possess a status of residence other than “Student” during your enrollment at Ritsumeikan, or if you change your status from “Student” to another status of residence, please notify the International Center.

3) Changing to a status of residence for full-time employment

If you have “Student” status and you find full-time employment in Japan, you must change to a status of residence that allows full-time employment. For more information, please contact the Immigration Bureau.

(4) Special Re-entry Permission and Re-entry Permission

If you intend to leave Japan to return to your home country or visit another country during your period of stay in Japan, you need to determine whether you fall under Special Re-entry Permission or whether you must file an application for Re-entry Permission. Additionally, please be certain to file a Report of Temporarily Leaving Japan at the International Center at your campus. Students who fall under Special Re-entry Permission or who acquire Re-entry Permission before leaving Japan are not required to obtain a new status of residence to return to Japan. **However, students who leave Japan, do not fall under the Special Re-entry Permission, and have not acquired a permit will have their status of residence revoked and will be unable to return to Japan under that status, so please make sure you have properly completed procedures before leaving!**

1) Special Re-entry Permission

Due to the new Residency Management System, effective July 9, 2012, foreign residents in Japan, who possess a valid passport and Residence Card and intend to return to Japan within 1 year of departure to resume their previous activities (e.g. Study at Ritsumeikan University), in general do not require a re-entry permit.

2) Re-entry Permission

If you intend to leave Japan for longer than one year, you are not eligible for the Special Re-entry Permission, so please be certain to apply for a Re-entry Permit before leaving Japan. Single and Multiple Re-entry Permits are available, but the validity is limited to your period of stay at the time of application. If you require a Reentry Permit, please confirm the required application documents with the Immigration Bureau.

Important Notes:

- Upon leaving Japan, you must fill in the “Disembarkation Card for Reentrant” (NOT the “Disembarkation Card for Foreigner”) and show a valid Residence Card and passport at the Immigration Desk (Alien Registration Card holders should show that card as well as their passport).
- Students who leave Japan under the No-Permit Reentry System must return to Japan within 1 year. If your Period of Stay expires within 1 year, you must return to Japan before your Period of Stay expires in order to apply for extension. You may not apply for extension from outside Japan.

Warning:

If you fail to follow the procedures above, your status of residence will become invalid and you will not be allowed to re-enter Japan.

(5) Permission to Engage in an Activity Other Than That Permitted under the Status of Residence Previously Granted (“Work Permit”)

All students whose resident status is “Student” are permitted to stay in Japan on the condition that they are enrolled in a university. If you pursue activities outside of this specific purpose, such as a part-time job, you are required to obtain “Permission to Engage in an Activity Other Than That Permitted under the Status of Residence Previously Granted” from your local immigration bureau in advance. If you engage in work without the permit, you will be subject to criminal punishment including deportation from Japan.

However, you do not need this permit if you pursue official TA (Teaching Assistant), RA (Research Assistant), or ES (Education Supporter) positions within Ritsumeikan University (students in unofficial TA positions, other on-campus employment, paid internships, and other compensated activities must have a work permit).

1) Maximum number of hours permitted for part-time jobs

Up to 28 hours per week (up to 8 hours per day/ 40 hours per week during long-term breaks)

2) How to apply for a work permit

1. Documents required for application:

- | |
|--|
| a) Application for Permission to Engage in Activity Other than that Permitted Under the Status of Residence Previously Granted |
| b) Your original passport and your Residence Card or Alien Registration Card |

*You can receive the application documents from the International Center or the immigration office. You can also download them from the immigration office’s homepage.

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/09.html>

2. Application process

- (1) Prepare the documents above and submit them to your local Immigration Office
- (2) If the Immigration Office approves your application, a permit sticker will be affixed to your passport, a permit seal will be stamped on your Residence Card, and your passport and Residence Card will be returned to you on the same day.
- (3) After you start a part-time job, submit a form outlining your job description to the International Center.

*You are not permitted to begin work until you receive this official seal.

3) Additional guidelines

When you take part in activities other than those permitted by the status of residence previously granted, please be certain to carry your passport or Residence Card that shows your permission at all times and stay within the guidelines of permitted activities.

1. The time period of your permit is the same as your period of stay in Japan. If you renew your period of stay, or change your status of residence, your work permit will become invalid. Please make sure you reapply for your work permit if your status of residence changes.
2. Applications are not accepted while you are outside Japan.
3. Working for and doing business in the entertainment industry is strictly prohibited.

The “entertainment industry” is more specifically defined as jobs connected to cabarets, night clubs, pubs, bars/cafes where you entertain clients, mahjong rooms, pachinko parlors, and any places related to the sex industry. Taking part in jobs related to the maintenance or cleaning at these facilities is also prohibited.

(6) Government Reporting Obligations

International students residing in Japan are required to abide by all Japanese laws, including the Immigration Control and Refugee Recognition Act and the Basic Resident Registration Law. International residents are required to report to the local government office, the immigration bureau, and the university when certain information about their residence changes. International residents who fail to submit the required reports, in the absence of extenuating circumstances, or who file false reports will be subject to discipline up to and including revocation of their residence status, so all students are highly encouraged to review the required reporting information below and are advised to submit reports by the designated deadlines.

*Effective July 9, 2012, The "Alien Registration Law" was abolished as part of the implementation of the new Residence Registration System.

1) Required Report Types and Locations

Report Type	Submission Location
	Residence Card holder's
1. Address Notice	City Hall / Ward Office of residence
2. Move-out Notice	City Hall / Ward Office of previous residence
3. Move-in Notice	City Hall / Ward Office of new residence
4. Notification of the Accepting Organization	Immigration Bureau
5. Reports to the University	International Center

1. Address Notice

Upon newly arriving in Japan, international residents who receive their Residence Card at the airport upon immigration must bring that Residence Card to the City Hall or Ward Office within 14 days to file an Address Notice.

2. Move-out Notice

Residents of Japan who are moving out of a city or ward's jurisdiction must file a Move-out Notice within 14 days of moving to the City Hall or Ward Office where they previously lived.

3. Move-in Notice

After filing the Move-out Notice, residents must file a Move-in Notice in their new city or ward of residence, also within 14 days of the move. After you have submitted the Move-in Notice, please re-apply for National Health Insurance and National Pension at your new city hall or ward office. (Please refer to pages 32-34 for more details)

4. Notification of the Accepting Organization

You are required to submit a "Notification of the Accepting Organization" to the Regional Immigration Bureau within 14 days if any of the following events occur: 1) The name of your Accepting Organization changes; 2) The address of your Accepting Organization changes; 3) Your Accepting Organization ceases to exist; 4) You cease your activities at your Accepting Organization (e.g. graduate, withdraw, take a leave of absence, are expelled); or 5) Your status with your Accepting Organization changes (e.g. advancing from Master's course to Doctoral course). *If you hold a "Student" Resident Status, your Accepting Organization is Ritsumeikan University. You may submit this notification in person or by mail. If you submit your notification by mail, you must include a photocopy of both sides of your Residence Card.

5. Reports to the University

Any time the information on your Residence Card changes (including changes written on the back of the card or additional endorsements) or your card is reissued, you must submit a copy of the front and back of the revised/new card to the International Center at your campus.

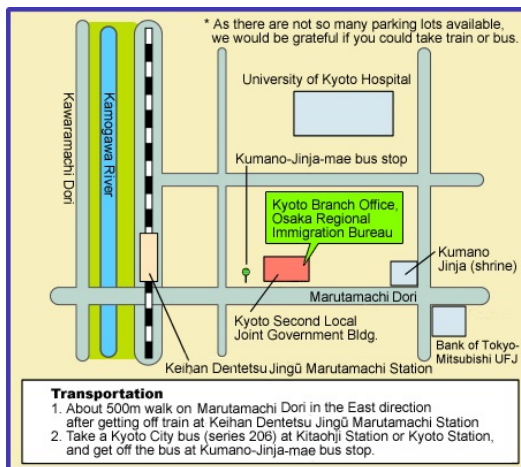
2) Important Notes

- All international residents are required to carry their Residence Card at all times.

(7) Location of Immigration Bureau Offices

Osaka Immigration Bureau, Kyoto Branch:

Hours of Operation: 9:00 a.m.-12:00 p.m. / 1:00 p.m.-4:00 p.m. (Mon-Fri, except holidays)



Location: Kyoto Second Local Joint Government Bldg, 4th Floor
34-12 Marutamachi-Kawabata-Higashi-Marutamachi, Sakyo-ku, Kyoto City, Kyoto 606-8395

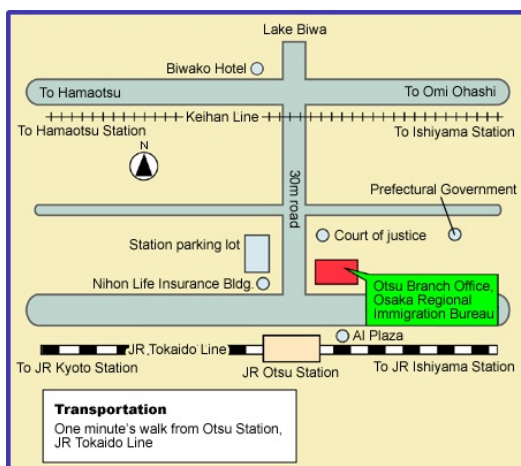
Tel: 075 (752) 5997

Transportation:

- (1) About 500m walk east on Marutamachi Dori after getting off the train at Keihan Jingumarutamachi (“京阪神宮丸太町”) Station
- (2) Take the Kyoto City bus to the Kumano-Jinja (“熊野神社前”) stop

Osaka Immigration Bureau, Otsu Branch

Hours of Operation: 9:00 a.m.-12:00 p.m. / 1:00 p.m.-4:00 p.m. (Mon-Fri, except holidays)



Location:

Otsu Biwako Joint Government Building, 6F
3-1-1 Kyomachi Otsu, Shiga 520-0044

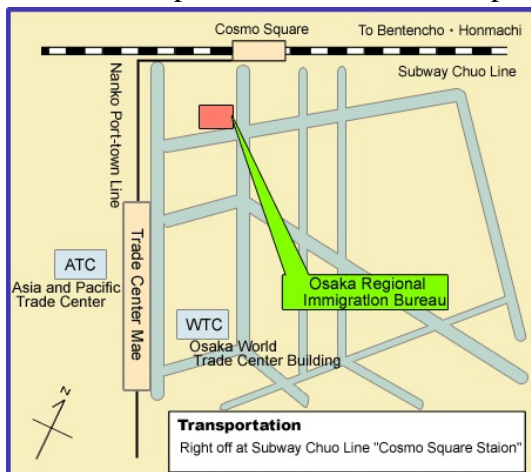
Tel: 077 (511) 4231

Transportation:

One minute walk from JR Otsu (“大津”) station, north (Biwako) exit

Osaka Immigration Bureau

Hours of Operation: 9:00 a.m.-4:00 p.m. (Mon-Fri, except holidays)



Location:

1-29-53, Nankou Kita, Suminoe-ku, Osaka City, Osaka

Tel:

Foreign Resident Information Line: 06-4703-2150
International Student / Researcher Visa Division:
06-4703-2158

Transportation:

Chuo subway line (“中央線”) to Cosmo Square station (“コスモスクエア駅”)

(8) Finding Employment

1) Job Hunting in Japan

When international students look for employment, typically, there is no separate system for recruiting international students, so they go through the same process as Japanese students. Japanese businesses typically hire recent graduates who complete their university degrees in March and start working in April, so the recruiting period is fixed. The effects of globalization have opened up greater opportunities for international students to work in Japan, and many international graduates of Ritsumeikan University have been hired by Japanese enterprises. However, the hiring process and the corporate culture in Japan are unique and may differ from processes you are accustomed to in your country, so you must educate yourself about the Japanese process in advance.

Requirements for students who wish to seek employment in Japan

1. Understand the Job Hunting schedule.
Job hunting and application schedules in Japan are limited to certain times. Please be sure to review the schedule ahead of time and search for your job during the appropriate period. In general, preparations for job hunting are started from fall of the third year for undergraduate students or fall of the first year for Master's students. (For students who will graduate in September, preparations should start from the fourth year (undergraduate) or second year (Master's)).
2. Develop Japanese Language Ability
Almost all employment opportunities will demand a high level of Japanese language ability. In addition to the minimum requirement of passing the Japanese Language Proficiency Test (JLPT) Level N1, companies will look for you to have business Japanese and English language ability. In order to communicate with others during your stay in Japan, we hope that you will aim to express yourself in Japanese.
3. Have a Career Plan
Japanese companies that are considering hiring international students will want to know your career plan, including: why you want to work in a Japanese company; how long you intend to work in Japan; whether you intend to return to your home country in the future, etc. You should plan your future career path and take steps to advance that plan during your time as a student.
4. Understand Corporate Culture and Hiring Procedures in Japanese Businesses
Japanese corporate culture and hiring procedures may vary from your home country, such as the prerequisites for long-term employment. Job hunting events and guidance sessions are held both inside and outside the university. The sooner you gather such information, the better your chances will be while job hunting.
5. Make the most of your life as a student
During your interviews, you will probably be asked, "As a student, what did you put the most effort into?" While keeping up with your courses, we recommend getting involved in extracurricular activities such as circles or clubs.

2) Job Search Assistance

The employment process in Japan consists of application screenings, written exams, and interviews. Preparation for each step is necessary to increase your chances of securing a job. We encourage all job seekers to use the variety of resources available at the Office of Career Services on campus. (Mon.-Fri. 9:00 a.m.-5:00 p.m. / Closed from 11:30-12:30 and on Wednesday mornings)

Kinugasa	Kenshinkan (“研心館”), 1st floor
BKC	Prism House, 2nd floor
OIC	Building A, South Wing, 1st floor

Career Center Homepage:

- (English) http://www.ritsumei.ac.jp/eng/html/current/daily_life/career/index.html/
- (Japanese) <http://www.ritsumei.ac.jp/career/>

Services offered at the Office of Career Services:

- Orientation for new students (start learning about the preparation required for job hunting in Japan, beginning in your first year of studies)
- Career guidance for international students (recommended for 3rd year undergraduate students)
- Motivational Statement (“志望動機”) preparation workshop for international students
- On-campus company information sessions for international students
- Employment search system on Campus Web for international students
- Networking events with international graduates and students with employment offers
- Service window support, etc.

3) Changing your status of residence

Unlike Japanese students, international students must change their status of residence from “Student” to another status when they begin working. If your field of study differs from your field of employment, your status of residence may not be approved. You should consider how your studies will relate to your work after you graduate and look for employment accordingly.

5. Information for Daily Life

(1) Housing

1) Housing

Students must find their own apartment or accommodations using real estate agencies on their own. The Student Co-op, as well as some of the companies listed below, maybe able to provide searching assistance.

2) Housing Guarantor

In an effort to help students smoothly complete their housing rental contracts, we recommend using the services of the Guarantor Company described below.

When you sign a contract and move into a new apartment, please utilize this Guarantor Company to serve as your co-signer. If you are an international student of our university (regardless of visa status), you are eligible to utilize the Guarantor Company's housing cosign guarantee at a specially discounted rate

<Our Recommended Guarantor Company>

Global Trust Networks (GTN)

(English) <http://www.gtn.co.jp/en/>

(Japanese) <http://www.gtn.co.jp>

*In addition to the languages listed above, Chinese, Korean, and Vietnamese language homepages are available.

<Guarantor Services>

1. *Support in English, Chinese, Korean, Vietnamese, and Nepali.*
2. *You don't have to find anyone to co-sign for your housing.*
You can enjoy the company's co-sign guarantee simply by designating both an emergency contact person in your home country (family), and an emergency contact here in Japan (any nationality).
3. *Support for your daily life.*
Call the help line for assistance when you move in and need to complete your utility contracts - electric, gas, and water. You can also call for support when you'd like to cancel or renew your housing contract.

<Guarantor Fees>

First time service fee: 30% of your total monthly rental fee (maintenance/managerial fees included). *However, the minimum limit is 15,000 yen.

Yearly fee: 10,000 yen

GTN's guarantor services can be used when renting from the following housing rental agencies. When you want to use GTN's services, please visit one of the customer service counters below.

Kinugasa Campus

- Ritsumeikan Co-op: Kinugasa Sumai Sagashi Center
(衣笠住まい探しセンター)
TEL : 0120-606-315
<http://www.ritsco-op.jp/shopinformation/kinugasa/sumaicenter.html>
- Gakusei Housing Inc. Kinugasa Branch
(株式会社学生ハウジング 立命館衣笠店)
TEL : 0800-200-3215
<http://www.3215.co.jp/>
- Flat Agency Inc. Main office (株式会社フラットエージェンシー 本店)
TEL : 0120-75-0669
<http://www.flat-a.co.jp/>

Biwako-Kusatsu Campus (BKC)

- Ritsumeikan Co-op: Sumai Sagashi BKC Living
(住まいさがし BKC リビング)
TEL : 0120-077-390
<http://www.ritsco-op.jp/re/bkc/index.php>
- Student Information Center Inc., Nasic (株式会社学生情報センター ナジック)
TEL : 0120-356-542
<http://749.jp/25/s/2552/2>

Osaka Ibaraki Campus (OIC)

- OIC Sumai Sagashi Center (大阪いばらきキャンパス住まいさがしセンター)
TEL : 0120-283-481
<http://www.oicliving.jp/>

*In addition to the companies listed above, there are many other rental agencies where you can enjoy GTN's services.

3) Important Move-in Reminders

1. Pay your rent by the due date
You must pay your monthly rent and maintenance fees by the required date. Even if you go on an extended vacation, you must make your payments on time. If you fail to do so, you may be forced to move out of your apartment.
Additionally, your property owner/manager or real estate agent may contact the International Center to collect unpaid debts.
2. You are not allowed to make modifications to your room.
You cannot make modifications to your room without the permission of your landlord.
You must talk to your landlord before making any small changes including putting nails in the wall.

3. Only the tenant may live in the housing

It is a breach of contract to house a person whose name is not written on the contract. If you wish to share an apartment with another person, you must talk to your landlord first.

Note: Even if your family comes to visit, they may not stay for an extended period of time. You are advised to talk to your landlord when your family members or relatives visit your apartment.

4. Resident behavior

Tenants should not cause trouble with neighbors by making excessive noise (screaming, shouting, or talking) or having parties. You must follow the rules of the apartment.

5. Garbage classification

Each city or town has separate garbage classification rules and collection days for garbage disposal. You can find information about local garbage disposal at your local city hall or ward office.

4) Moving Out

1. Submit your moving out form

In most situations, you must notify your landlord or the real estate agency of your departure at least one or two months before the move-out date. First, please submit your moving out form to the real estate company. Please note that informing your building maintenance or security staff is not sufficient- you must notify the real estate agency in writing.

* If you submit your moving out form late, you will have to pay additional rent until your notice has been processed.

2. Please cancel electricity and other service contracts and throw away household appliances and oversized garbage as necessary.

3. You must be present during the room inspection upon moving out.

You must leave your room in the same condition it was when you moved in. You should clean your apartment and throw out garbage before the inspection. You should ask your real estate agency or landlord on how to return the apartment keys prior to your move-out.

4. Complete security deposit procedures.

5) Other

Other types of housing, such as company dormitories or city and prefectural housing, are also open to students periodically. Please check the bulletin board at the International Center on a regular basis for information about these opportunities.

If there are any terms you do not understand related to real estate such as *reikin*, *shikikin*, or *koshinryo*, please make sure to check the terms as well as the contents of the contract at the time of contract.

(2) National Health Insurance and National Pension

1) National Health Insurance

1. What is National Health Insurance?

Treatment at medical institutions in Japan can be very expensive and can lead to a large financial burden if you do not have insurance. National Health Insurance is a health insurance program that covers part of the medical fees incurred due to illness or injury. If you present your national health insurance certificate to a medical facility, you only pay 30% of the medical fees applicable to the Health Insurance Law and the rest will be covered by the national health insurance.

*Please note that, in Japan, you are expected to pay your entire bill when you leave the hospital. There is no option to have the bill sent to an insurance company or to pay later. Even if you have health insurance from your home country, you will have to pay the bill up front, so enrolling in the NHI is mandatory, regardless of any other insurance you may hold.

2. Obligation to subscribe to National Health Insurance

According to the Ordinance of Enforcement of the Health Insurance Law (revised April 1st, 1986, June 8th, 2004), all foreign residents who will stay in Japan for more than three months are required to join the National Health Insurance program. You cannot withdraw from this program at your own discretion.

3. Enrollment Procedures and Registration

- a) Bring your Residence Card or Alien Registration Card and your Passport to the insurance and pension division of your ward office or the health insurance division of your city hall to subscribe to the insurance.
- b) As you are eligible for the national health insurance program from the day you complete your basic resident registration, you must fill out the health insurance application form together with the basic resident registration (moving-in notice) at the City Hall. If you do not enroll in the insurance program shortly after the basic resident registration, you may later be required to pay insurance premiums for the period in which you were not insured. Additionally, you will be responsible to pay in full any hospital fees billed during the period before you register for the insurance.
- c) International students who lived in Japan before they entered the university are required to follow procedures to register a change of address in their alien registration or basic residence registration, by submitting a moving-in notice to the city hall or ward office in which they are going to reside, and join the national health insurance program. The national health insurance card issued by the city hall or ward office in which they previously resided cannot be used. Please note that you first have to submit a moving out notice in your previous city of residence before moving.
- d) You are asked to notify the insurance and pension division of your ward office or the national health insurance division of your city hall of the following below:
 - When you make changes such as your name or address
→ Within 14 days of the change.

- When you leave Japan to study abroad, take a leave of absence, graduate from the university or complete your studies at the university
→ Before you leave Japan.

Note: If you fail to notify your city hall or ward office of your departure from Japan when you study abroad or take a leave of absence, you will not be able to have a new national health insurance card issued or may have to pay the premiums for the period in which you were not staying in Japan.

4. Insurance premium and application for reduction of the premium

Monthly insurance payments vary depending on municipality. You can receive a reduction on your insurance premium based on your gross income from the previous year (up to a 70 percent reduction if your gross income from the previous year is low). For details, please contact the division of insurance and pension or health insurance of your city hall or ward office. Please note that you may not be entitled to a reduction of the premium if you earn high income from part-time jobs. You must follow the routine procedures between January-March each year to receive a reduction of the premium. Your premium will not necessarily be automatically reduced because you do not have any income. You must apply to receive a reduction on the premium every year. You can acquire the application form concerning your income statement at your city hall or ward office.

5. High-cost medical fees

If the medical fees you incurred during a given month exceed the payment limit, you are required to pay the full amount. However, if you apply for a refund of the amount that exceeds the payment limit through the national health insurance division of your city hall or ward office and your application is approved, the amount will be refunded to you at a later time. Please contact the city hall or ward office for details and procedures.

2) Programs to Promote Enrollment in the National Health Insurance Program

Ritsumeikan University and Kyoto City have introduced the following subsidy programs to reduce the burden of insurance premiums for international students.

* To receive these subsidies, you must apply for the programs every academic year. Also, those who have not paid their National Health Insurance Fees are ineligible for subsidies.

1. Program to support international students by Ritsumeikan University's Parents Association of Student Education Assistance

Eligibility:	Undergraduate degree-seeking students enrolled in the association. Only one person per household is eligible. (Graduate students and short-term international students are not eligible for the program.)
Content:	Subsidy of a portion of National Health Insurance Fees (5,000 yen/year)
Application period:	Applications are accepted once per year (spring or fall semester) *Planned

* The programs will be announced via the international student mailing list, CAMPUS WEB, and International Center homepage.

2. Kyoto City National Health Insurance Subsidy Program for International Students

Eligibility:	Self-financed international students living in Kyoto under the resident status of "Student"
Content:	Subsidy of a portion of National Health Insurance Fees (700 yen/month)
Application period:	September/March
Conditions:	<ul style="list-style-type: none">• Must have been enrolled in National Health Insurance for 6 or more months• May not be receiving a scholarship from the Japanese government or equivalent <p>*Only JP Bank (Yucho Ginko) handles the subsidy of this program. To receive the subsidy, please open up an account at this bank.</p> <p>*The programs and subsidy amount are subject to change.</p> <p>*Please check the bulletin boards of the International Center or the Administrative Office of Inter-Faculty Graduate Schools at Suzaku Campus for application procedures.</p>

3) National Pension

Those living in Japan and who are between 20 to 60 years of age, including international students, are required by law to join the National Pension and pay the required insurance fees. However, payment of these insurance fees can be deferred by applying for the "Special Payment System for Students". For more detailed information, please go to the Japan Pension Service's homepage.

- (Japanese) <http://www.nenkin.go.jp/n/www/index.html>
- (English) <http://www.nenkin.go.jp/international/english/index.html>

(3) The Social Security and Tax Number System (My Number System)

The "My Number System" is a new social security and tax number system that was instituted in January 2016, allowing for the efficient management of social security, tax, and disaster contingency planning information. The system also aims to better determine whether or not the personal information held within different government organizations pertaining to any specific individual matches throughout those organizations. The "My Number" is a unique 12-digit number assigned to each and every person who resides in Japan. Even if the address of an individual changes, they will continue to use the same 12-digit number so long as they remain in Japan.

When you receive your My Number notification, please make sure your name and address are correct, and keep the "通知カード (Notification Card)" (paper-type) in a safe place. Do not lose it. After January 2016, you will need your My Number when you go through the administrative procedures at city hall for move-in and move-out, procedures related to wages of part-time jobs, etc.

* The "My Number Individual Number Card Application Form" is also enclosed in the notification.

If you go through the procedures for the Individual Number Card by mail or online, your "Individual Number Card" will be issued. The "Individual Number Card" is a plastic card which serves as a form of official identification. By combining your residence card with the My Number notification card (paper type), however, international students can identify themselves for administrative procedures. Therefore, applying for the issuance of your "Individual Number Card" is unnecessary.

* If you lose your Notification Card (paper-type) or Individual Number Card, go to the nearest police box or police station and submit a report of the loss. To reissue the Notification Card (paper-type) or Individual Number Card, consult with your city hall or ward office, bringing with you the "Notice of Lost Item Notification" or "Certificate of Theft Notification" that was issued by the police station.

* If you leave Japan due to a leave of absence or graduation and then later return to Japan for re-enrollment or recruitment, your "My Number" will be the same one you used prior to your departure. Therefore, keep the Notification Card (paper-type) in a safe place and do not lose it.

(4) Opening a Bank Account

Students are advised to open an account at a bank or post office to deposit and transfer money, arrange for automatic payments of utility bills and credit cards, and other services.

Required Documents (varies depending on institution)
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1. Passport
2. Residence Card or National Health Insurance Card
3. Personal seal
*A personal seal, "Inkan" in Japanese, is a stamp used in official documents in place of your signature.
4. Cash for deposit

*Students who have just arrived in Japan and do not yet have their Residence Card may be required to provide a Certificate of Residence, issued at their local city hall or ward office.

Contact the appropriate bank or post office for procedure details.

(5) Student Loans

Ritsumeikan University provides loans to international students who have difficulty attending the university for financial reasons. Students must repay their loans by the time they graduate. Please note that not all requests for loans will be granted. The Shiga Prefecture Committee for International Exchange provides scholarships with loan conditions for students at BKC. For details, please contact the International Center at your campus.

(6) In the Event of an Emergency

1) Theft, Violence or Assault

In the event of theft of your personal belongings, or injury inflicted upon you by another individual off campus, call 110. In case of loss or theft of your belongings, go to the nearest police station and submit a robbery report or a lost article report.

Note: If you lose your passport, report it to the local police immediately, obtain a copy of the lost item or theft report and contact the nearest embassy or consulate.

If you lose your residence card, you must request for the reissuance of a new card at your local immigration bureau. In such cases, a “Notice of Lost Item Notification” or “Certificate of Theft Notification” issued by the police station is required.

Once the emergency situation is taken care of, please report to the International Center, administrative office of your College / Graduate School, and Office of Student Affairs. Theft has been on the rise within the school. It only takes a moment for a thief to steal your personal belongings. It is your sole responsibility to protect all of your personal belongings, even on campus. Please keep your belongings with you at all times. Be sure to use a lock for your bicycle as the number of bicycle thefts on campus is on the rise. If you are the victim of theft on campus, please report to the International Center, administrative office of your College / Graduate School or the Office of Student Affairs.

2) Serious Illness or Injury

In the event of a sudden illness or injury, call 119. If you are unable to call 119, ask someone nearby to call for you. Once the emergency situation is taken care of, please contact the International Center, administrative office of your College / Graduate School, and Office of Student Affairs. There are operators who can speak Japanese, English, Chinese, Korean, Spanish and Portuguese.

3) Traffic Accidents

Be very aware of your surroundings while commuting and in your everyday life to prevent traffic accidents. Those who are found to be at fault for an accident may not be able to continue their studies. Be sure to purchase adequate insurance.

1. Receiving Treatment

If someone is seriously hurt in a traffic accident, call 119 to receive emergency attention. Whether or not you think you are injured, you are recommended to go to a hospital and receive treatment. In some cases, the pain from an injury such as whiplash can increase as time goes on and permanent damage may occur. There are operators who can speak Japanese, English, Chinese, Korean, Spanish and Portuguese.

2. Report to the police and file an accident report.

- a) Call 110 and request the presence of a police officer.
- b) Make a note of the address, name, and phone number of the other party involved in the accident.

The police will come to investigate, file a report, and use this report as an important document to help decide who is at fault.

3. Medical Fees and Compensation Negotiation

After injuries are treated, both parties involved in the accident start the negotiations on

medical fees and compensation for damage. As such negotiations can often be very complicated, it is best to consult with a Japanese person whom you can trust, or contact the International Center, administrative office of your College / Graduate School, or Office of Student Affairs. Also, please have a full understanding of what insurance you are covered by, study abroad insurance, personal liability insurance, medical-care insurance, etc. Local governments also offer traffic accident consultation centers.

Place	Telephone
Kyoto City Residents Association	075-256-2140
Kyoto Prefecture Traffic Accident Consultation Center	075-414-4274
Shiga Prefecture Traffic Accident Consultation Center	077-528-3425
Osaka City General Call Center	06-4301-7285

4) Natural Disasters

In the event of a natural disaster such as an earthquake, typhoon, flood, or fire, you must be prepared to protect yourself. In such an event, it is best that you stay calm and be aware of your surroundings and be very cautious when moving around. Please refer to the Disaster Preparedness Handbook.

In the event that you are directly affected by a disaster, it may be possible to receive JASSO Support Funding. JASSO Support Funding is emergency funding for the purpose of providing support to students whose accommodation has sustained significant damage (destruction of half or greater of the structure) as a result of a natural disaster etc., and who, as a consequence, have suffered disruption to their academic lives. The system seeks to support students in reclaiming their student lives so that they may resume their education without further delay. The planned funding amount is 100,000 JPY (repayment unnecessary). Applications are accepted at the Office of Student Affairs.

5) Medical Facilities

1. Ritsumeikan University Medical Service Center

The University Medical Service Center provides services for internal medicine, emergency treatment for injuries, and consultation regarding student health matters. English language consultation is available on certain days.

a) Periodic Health Checkup

Under the School Health and Safety Act and laws concerning the Prevention of Infectious Diseases and Medical Care for Patients Suffering Infectious Diseases (Act on Prevention of Infectious Diseases), the university is obligated to conduct annual health checkups for all students. Additionally, the Ritsumeikan University Student Health Examination Regulations require students to undergo a health checkup every year. Be sure to take the checkups to detect infectious diseases such as tuberculosis at an early stage and to manage your health.

The checkups take place during spring each year. (Those who enroll in the fall will take their first checkup in the fall.)

*Checkups include: health assessment questionnaire, internal medical examination, chest x-ray, urinalysis, blood pressure, and physical measurements. If determined to be necessary, an electrocardiogram and blood test may also be conducted.

b) Health Certificate

Various types of health certificates are issued at the medical service center. If you fail to take a periodic health checkup (including the health checkup for those in the Ritsumeikan Athletic Association), your health certificate cannot be issued for that year. If you are unable to take the health checkup for some reason, please consult with the office of the Medical Service Center.

c) Health Guidance

If any abnormalities are found in the checkup, you may need to take a more thorough examination or reexamination. If necessary, you will be referred to a specialist.

d) Health Consultation

If you have any concerns about your health or feel psychological distress, come to the Medical Service Center. The center will refer you to a specialist, if necessary. The counseling sessions will remain confidential.

e) Treatment and Emergency Procedures

The Medical Service Center has a clinic that provides medical care and emergency procedures. For location and hours of operation, please see the website:

<http://www.ritsumeai.ac.jp/mng/gl/hoken/medical-j.html>

Note: Make sure to bring your insurance card when visiting the center.

f) Consultation hours:

■ **Kinugasa Campus, Shigakukan 1F**

TEL: 075-465-8232

Clinic		Day	AM	PM
Medical examinations and consultations	Internal medicine	Mon - Fri	—	13:00 - 15:30
	Psychiatric service (by appointment)	Mon	—	13:00 - 16:30
		Tue	—	14:00 - 17:00
		Wed	—	13:00 - 16:30
		Fri	—	13:30 - 16:30
X-ray photography		Thu	9:30 - 11:30	13:00 - 15:30
Ladies clinic (by appointment)		Thu	9:30 - 11:30	—
Consultations on Quitting Smoking and Travel Clinic (by appointment)		Please consult with the Medical Service Center on your campus for the days/times available.		
Front desk hours		Mon - Fri	9:30 - 11:30	12:30 - 17:00

■ **Biwako-Kusatsu Campus, West Wing 1F**

TEL: 077-561-2635

Clinic		Day	AM	PM
Medical examinations and consultations	Internal medicine	Mon - Fri	—	13:30 - 16:00
	Psychiatric service (by appointment)	Tue	—	13:30 - 17:00
		Wed	—	13:00 - 16:30
Ladies clinic (by appointment)		Mon	9:30 - 11:30	—
Consultations on Quitting Smoking and Travel Clinic (by appointment)		Please consult with the Medical Service Center on your campus for the days/times available.		
Front desk hours		Mon - Fri	9:30 - 11:30	12:30 - 17:00

■ Osaka Ibaraki Campus, Building A, South Wing, 1F

TEL: 072-665-2110

Clinic		Day	AM	PM
Medical examinations and consultations	Internal medicine	Mon, Wed, Fri	—	13:30 – 16:00
		Tue, Thu	—	14:00 – 16:00
	Psychiatric service (by appointment)	Tue	—	13:00 - 16:30
		Wed	—	13:30 – 17:00
Ladies clinic (by appointment)		Tue	—	14:00 – 16:00
Consultations on Quitting Smoking and Travel Clinic (by appointment)		Please consult with the Medical Service Center on your campus for the days/times available.		
Front desk hours		Mon - Fri	9:30 - 11:30	12:30 - 17:00

* Psychiatric service, Consultations on quitting smoking, Travel Clinic, and Ladies' Clinic are by appointment only.

Note: Clinic schedules are subject to change based on circumstances such as the availability of doctors. Please check the Health Center website or the service desk for the most up-to-date schedule. Additionally, please note that spring and summer breaks, the student health checkup period in April, and the school personnel health checkup period in October - November are considered as special circumstances that will affect clinic hours.

2. Healthcare providers near campus

To learn more about the healthcare providers near Ritsumeikan University, please refer to the health handbook available at the Medical Service Center.

3. Hospitals that Provide Assistance in Foreign Languages

a) Kyoto Prefecture

- Please see the Kyoto Health Care Yorozu Net.

<http://www.mfis.pref.kyoto.lg.jp/ap/qq/men/pwtpmenult01.aspx>

b) Shiga Prefecture

- Please see the Shiga Intercultural Association for Globalization.

<http://www.s-i-a.or.jp/gaikokuseki/gaikoku/ichiran/index.htm>

c) Osaka Prefecture

- Please see the Osaka Medical Facilities Information System.

<http://www.mfis.pref.osaka.jp/apqq/qq/men/pwtpmenult01.aspx>

The following information center can provide information on hospitals with foreign language speaking staff.

Contact	TEL	Languages	Day of Week	Hours
AMDA International Medical Information Center (Osaka Office)	050-3598-7574	English, Spanish, Chinese	Mon - Friday	9:00 - 17:00

4. Interpreters for Medical Services

Some hospitals in the Kyoto and Shiga area are able to reserve interpreters to assist foreigners who are not native speakers of Japanese to receive medical services. This system is free of charge, but reservations are required. Please refer to the website below for information on applicable hospitals and languages:

Center for Multicultural Society Kyoto: <http://www.tabunkakyo.org>

In Osaka, please consult the above AMDA International Medical Information Center (Osaka Office).

5. Emergency Hospitals/Medical Clinics Open on Holidays:

<Note>

- If you cannot speak Japanese, go to a hospital or clinic with your interpreter.
- Consultation times vary depending on the medical specialty. Please check the consultation time on the website or elsewhere before you go to the hospital.
- There are other emergency hospitals and clinics besides the hospitals and clinics listed below. Please check them online.

As some websites are not up-to-date, please call the hospital or clinic before you go.

a) Kyoto Prefecture

Name	Address/Telephone	Specialty
Kyoto City Emergency Clinic/Hospital	Higashi Toganoocho Nishinokyo, Nakagyo-ku, Kyoto City Kyoto Medical Association Hall 1F TEL: 075-354-6021	Internal Medicine Ophthalmology Nose/Ear/Throat Care

b) Shiga Prefecture

Name	Address/Telephone	Specialty
Konan Large Area Emergency Clinic/Hospital	In front of Saiseikai Shigaken Hospital TEL: 077-551-1599	Internal Medicine

c) Osaka Prefecture

Name	Address/Telephone	Specialty
Ibaraki City Hoken Iryo Center Emergency Clinic/Hospital	Kasuga, Ibaraki City Ibaraki City Hoken Iryo Center TEL: 072-625-7799	Internal Medicine Dental

(7) Commuting to School

1) Bicycles

Students who commute to the university by bicycle must register their bicycles with the university and use the designated bicycle parking areas. To register your bicycle, please complete the required procedures at the Kinugasa Campus Information Office (Shitokukan, 1st floor), the BKC Office of Campus Management and Security (Core Station, 1st floor), or the OIC Campus Information Office (Building A, 1st floor, North Wing).

If you want to register your bicycle, you must outfit the bicycle with a lock and a light, enroll in liability insurance (with a minimum coverage limit of 100,000,000 yen), complete anti-theft registration, and attend the “Driving Safety Lecture” (KIC, OIC only). Bicycle registration is free.

Bicycle parking areas:

Kinugasa Campus	Main Gate, East Gate, Igakukan, south of Shugakukan, south of Seishinkan, Kyoto Kinugasa Gymnasium, Komatsubara, south of Toji-in
BKC	Next to the Main Gate (Lot 1), between the Main and East Gate (Lot 2)
OIC	Bicycle Parking Lot A

Please observe the following rules when riding your bicycle.

1. Bicycle Theft Prevention Registration

When you purchase a bicycle, you must register it for theft prevention at the store where you purchase it. If you are given a used bicycle from a friend or acquaintance, please also make sure to perform the anti-theft registration procedures at the Ritsumeikan Co-op (Kinugasa: SHITOKUKAN HALL, BKC: Link Shop, OIC: OIC Shop) or at a bicycle shop. In order to complete the registration, bring the bicycle, an official ID, a registration fee (Differs depending on prefecture. Osaka and Shiga are 600 yen, while Kyoto is 510 yen as of Jan. 2017.), and the previous owner's registration certificate or a document to transfer the anti-theft registration to your name (e-mail correspondence records are acceptable).

2. Traffic Rules

- a) As a rule, you must ride your bicycle on the left side of the road. On designated sidewalks where bicycle riding is permitted, pedestrians have the right of way. If riding on a sidewalk be sure to ride slowly.
- b) Make sure to use a bicycle light whenever riding at night. There are often times when pedestrians, riders, or drivers cannot see your bicycle if you are riding in the dark without a light. You could collide with another bicycle or a pedestrian or possibly be hit by a vehicle if you do not use your bicycle light.
- c) Do not ride your bicycle while using a mobile phone or listening to music.
- d) Do not ride your bicycle while under the influence of alcohol.
- e) Two people riding on a bicycle is prohibited. Do not perform any other dangerous acts while riding. Always obey traffic signals at intersections, stop at stop signs, and stay aware of your surroundings.
- f) Make sure you adhere to traffic signals at intersections, come to a full stop, and confirm that it is safe to proceed.
- g) On rainy days the ground becomes more slippery and your brakes become weaker. We strongly advise that you do not hold an umbrella while riding a bicycle as it is dangerous and raises the possibility of getting into a serious accident. When parking your bicycle, use designated parking areas only, and always use a lock.

3. Unauthorized/Illegal Parking

Parking your bicycle on the roadside, in front of shops or restaurants, or even at your friend's apartment complex is considered unauthorized/illegal parking. Please do not park your bicycle at a shop or restaurant when you will not be using their services, or somewhere near a train station. Additionally, please do not park your bicycle at a friend's apartment complex without proper permission granted by the apartment management office. Lately, frequent use of the parking area inside Iwakura Park, adjacent to OIC, by students has become a problem. Do not use the bicycle parking area inside the park.

4. Abandoned Bicycles

You are not allowed to use bicycles that have been abandoned at a garbage dump or on a walking path. Those bicycles are registered and still considered the property of another person. If you take one of those bicycles, you will be treated as if you stole it and may be arrested by the police.

* The number of bicycle accidents involving international students has dramatically increased in recent years. The majority of those accidents could likely have been avoided had the students followed these traffic rules. Following traffic rules will reduce your risk of getting into an accident. Follow traffic and safety rules whenever you ride your bicycle.

* We have introduced a bicycle registration system at all campuses. You may not enter campus with an unregistered bicycle. Registration is free. Please register your bicycle. Enrollment in liability insurance (with a minimum payout limit of 100,000,000 yen) is mandatory in order to register your bicycle on campus. You must also complete anti-theft registration, attend the "Driving Safety Lecture" (KIC, OIC only), and your bicycle must be equipped with a lock and a light. Please see the bicycle registration handout available at the International Center for details.

Please refer to section 5.9 (Types of Insurance).

2) Motorbikes

We recommend you not to commute to the university by motorbike. If you absolutely need to commute by motorbike, you must register it at the Kinugasa Campus Information Office (Shitokukan, 1st floor), the BKC Office of Campus Management and Security (Core Station, 1st floor), or the OIC Campus Information Office (Building A, 1st floor, North Wing). When registering your motorbike, you must have (1) a driver's license, (2) automobile liability insurance as well as voluntary insurance, (3) your Road Safety Course Completion Certificate, and (4) your Student Identification Card.

(1) Driver's License

You must carry a valid driver's license to drive in Japan. If you drive without a valid driver's license, you will be sentenced to up to one year in prison or be fined up to 300,000 yen. An international driver's license is only valid in Japan for your first year in the country if certain conditions are met, but there are many restrictions to driving with such a license.

(2) Automobile Liability Insurance

Please refer to page 45 (Types of Insurance).

(3) Do not park your motorbike on private property on the street.

Note 1: Motorbikes with engines surpassing 125cc are not authorized to park at OIC.

Note 2: When receiving a motorbike from someone, or giving a motorbike away to someone, check if the procedure to change ownership of the motorbike or discard the motorbike has been completed. You are also advised to check the current insurance status.

3) Car

Commuting to the university by car is prohibited.

(8) Rules on Smoking, Drugs and Alcohol

Effective 1 April 2013, smoking is prohibited across all campuses

Based on the "Health Promotion Act", "Kyoto City Ordinance Concerning Bans and other Measures against Smoking", the "Kusatsu City Ordinances Concerning the Prevention of Smoking", and the "Ibaraki City Ordinance Concerning the Prevention of Smoking", anti-smoking efforts have been imposed in all public places within those cities.

Smoking in business areas, on main roads, or in other designated non-smoking areas of Kyoto City and Ibaraki City is punishable by fines, and all residents are requested to not smoke in public even in areas where fines are not imposed, such as the area around the university. In January 2013, Ritsumeikan University was named one of Kyoto's "Model Organizations for Smoking Prevention" and the university continues to take measures to eliminate smoking within the campus and surrounding environment.

1) Smoking of tobacco and littering of cigarette butts is also banned on streets around the campuses

In accordance with the "Health Promotion Act" and the anti-smoking measures imposed by Kyoto and Kusatsu City, all Ritsumeikan University students, faculty, and staff are requested to avoid smoking on public streets. Please do not consider the streets around the campus to be outside the university's authority and therefore exempt from the cautions and guidelines above. Please do not litter cigarette butts anywhere on the street or in public places.

2) Be aware of the damage caused by second-hand smoke

The damage caused by second-hand smoke is no small matter. Non-smokers can suffer the same health consequences as smokers through second-hand smoke.

3) Cigarettes cause nicotine addiction - the best solution is to avoid smoking altogether

Cigarette smoke contains over 4000 types of chemicals, including 200 that are said to be toxic. Since one of these is nicotine, an addictive substance, once you begin smoking, it becomes very difficult to stop. Additionally, approximately 100 of these chemicals can cause cancer. The negative health effects of smoking tobacco are broad.

- Smoking results in a decreased life expectancy not only for the smoker, but for society as a whole due to second-hand smoke.
- It is illegal for people under the age of 20 to smoke.

Ritsumeikan University started a campaign in November 2016 called "100% Smoke Free RITSUMEIKAN" with the slogan "From smoky to clean air." At Ritsumeikan, around 3% of the student body are habitual smokers, however this campaign strives to prevent more smokers from arising out of the 97% of non-smokers while giving the 3% of smokers a better understanding of the motive behind this campaign's slogan. Likewise, the campaign aims to prevent second-hand smoking and helps ensure that the campus grounds will remain clean of litter.

At the medical service center, inpatient and outpatient smoking cessation consultation is available. For those interested, please consult with the medical service center on your campus.



4) Drugs

The use, possession, sale, and distribution of marijuana, narcotics, stimulants, and any other illegal drugs is prohibited and is a crime under Japanese law. Any infraction is severely punished. This is not just because the use of drugs is harmful to your body and mind, but also because it poses a threat to the safety of our society. Furthermore, these illegal actions are contradictory to the university as a place of education and research, and will result in strict discipline from Ritsumeikan University as well.

The possession, use, smuggling, or production of illicit drugs is a serious crime, carrying heavy penalties, including imprisonment, and is something that is unjustifiable. Furthermore, the smuggling or transportation of illicit drugs from overseas is no small matter. It does not matter if the drug is permitted by law in other countries, in Japan, the smuggling, possession, and use of illicit drugs is strictly prohibited by law. Thoughtlessly bringing drugs you purchased or received overseas to Japan is also forbidden.

By getting involved with drugs, your academic life will be disrupted, and not only will you be forced to end your studies (international students will face action on their residence status, such as being deported from Japan, and other immigration regulations), you will damage your health, or possibly even destroy your very life.

Please do not get involved with drugs in any way.

5) Alcohol

In Japan, it is prohibited by law to consume or possess alcohol (beer, sake, wine, whiskey, etc.) until you reach the age of 20.

In recent years, there have been many accidents involving alcohol-related deaths in universities around Japan and it has become a social issue. When you consume alcohol, please be conscious of the following:

1. Never “chug alcohol” (in Japanese: ikki-nomi). It is dangerous and can lead to death.
2. Never force someone to drink alcohol if they cannot or do not want to.
3. Do not drink when you feel sick, are taking medicine (including cold medicine), or when you play sports.
4. Try to limit drinking to a reasonable amount, and when intoxicated do not disturb people around you.
5. Please take care of people who are unconscious due to alcohol use. Do not leave them on their own.

(9) Types of Insurance

1) Established Insurance for all Degree Program Students

- 学生教育研究災害傷害保険 (Personal Accident Insurance for Students Pursuing Education and Research)

This insurance covers accidents that occur during lessons and sanctioned extra-curricular activities.

2) Individual Insurance

Based on applicability to lifestyle needs, the following types of insurance are highly recommended for students:

- 「学生賠償責任保険」(Personal Liability Insurance for Students)

Until graduation, students are eligible for a wide range of coverage under student liability insurance for events that require compensation. This insurance applies to accidents including those in everyday life, in regular classes, school events, practical coursework within the country, and accidents involving bicycles. It does not cover vehicle or motorbike accidents (including smaller motorbikes such as mopeds.)

- Automobile and Motorbike Liability and Voluntary Insurance

Automobile and motorbike insurance are divided into two main categories: liability insurance and voluntary insurance. Liability insurance is mandatory for all motorists (failure to enroll may result in imprisonment or fines). However, liability insurance covers only damage caused to other parties by your actions. It does not cover any injury to yourself or damage to property.

For this reason, separate, voluntary insurance is also highly recommended.

(10) Concerns and Counseling

1) Student Support Room

The Student Support Room carries out a variety of courses and group work to help students live the kind of lifestyle that's right for them. For those who cannot find a solution to a problem that has been on their mind and need to talk to someone, or need someone to listen, please visit the support room.

- * Those working in the support room are professional counselors.
- * Counselors who can provide assistance in English are available.
- * All consultations will be strictly confidential.

Making an Appointment:

Appointment Method	Kinugasa Student Support Room	BKC Student Support Room	Suzaku Student Support Room*	OIC Student Support Room
Make an appointment at the Office of Student Affairs	Kenshinkan, 2nd floor (Mon.-Fri.) 9:30-17:00	Central Arc, 1st Floor (Mon.-Fri.) 9:30-17:00	—	Building A, South Wing, 1st Floor (Mon.-Fri.) 9:30-17:00
Make a telephone reservation with the Office of Student Affairs	075-645-8174	077-561-2854	075-645-8174	072-665-2130
Visit the Student Support Room Directly	Kenshinkan, 2nd floor	Central Arc, 1st Floor	—	Building A, South Wing, 1st Floor

*At Suzaku Campus, there is no service counter. Please call the Kinugasa Campus Office of Student Affairs to make a reservation.

*Student Support Room hours are subject to change, so please confirm when making a reservation.

➤ Student Support Room web page: <http://www.ritsumeai.ac.jp/ssr/english.html/>

2) Harassment

Harassment is defined as any unfair, prejudicial, or distasteful behavior between faculty members, students, or associated parties that infringes on the personal rights of any party involved.

In accordance with the Harassment Prevention Committee, Ritsumeikan University has placed counseling staff at the administrative office of each College and other offices to deal with the matters mentioned above. In times of difficulty or confusion, please use this support service. Support will be provided in strict confidentiality and the staff will work with you to clarify and resolve your situation. If friends or acquaintances seem to be having problems, please inform them of this counseling service.

When dealing with harassment, there are some times when the situation is difficult to understand. In times where you were harassed, or felt you may have been harassed, you should keep a record of what happened in as much detail as possible.

Please refer to the URL below for more information on harassment, what constitutes harassment, and counseling services:

<http://www.ritsumei.ac.jp/mng/gl/jinji/harass-eng/>

To female students:

Harassment and other incidents directed at female students (stalking, molestation, suspicious phone calls and e-mails, etc.) have been on the rise. Please do not assume that you will be okay, instead, be on the alert to prevent these crimes on a daily basis. In order to avoid being a victim of one of these crimes, please follow the advice below. If you are the victim of one of these attacks, or want to talk to someone, please contact the police as well as the International Center, your College / Graduate School's administrative office, or the Office of Student Affairs.

1. While at home
 - Keep the door chain locked when you open the door to deal with strangers/visitors.
 - When you are not sure what the visitor wants, firmly turn the visitor away. Do not give an unclear response.
 - Do not hang your underwear outside in a visible location.
2. When you go out
 - When you go out, if a stranger says something to you in a friendly manner, do not respond.
 - Do not walk around with headphones on or while using a mobile phone. Your attention to your surroundings will be disrupted.
 - Always carry an emergency alarm with you.
 - Avoid going out alone at night, but when you have no choice but to go out alone, choose routes where there are many people. Always pay attention to your surroundings.
3. When you return home
 - Do not lower your guard in front of the elevator or in front of the entrance to your room, and check your surroundings for anything suspicious.

3) Disability Resource Center

Students with physical or mental disabilities, including developmental disabilities, who have significant difficulty studying at Ritsumeikan University and who wish to have the opportunity for consultation should access to the following URL or contact the Office of Student Affairs.

➤ (In Japanese Only) <http://www.ritsumei.ac.jp/drc/>

(11) Helpful Websites

The Internet is a great resource to find useful information for international students. Below are various websites that might help you.

Kyoto Area

Kyoto Prefecture: <http://www.pref.kyoto.jp/en/index.html>

The Consortium of Universities in Kyoto <http://www.consortium.or.jp/english>

Kyoto City International Foundation <http://www.kcif.or.jp/en/>

Shiga Area

Shiga Intercultural Association for Globalization <http://www.s-i-a.or.jp/language/english/index.htm>

Kusatsu International Friendship Association <http://kifa-japan.org/>

Shiga International Exchange Student Recommendation Counsel http://www.ritsumeai.ac.jp/acd/in/cger/Shiga_HP/Shigaken.htm

Osaka Area

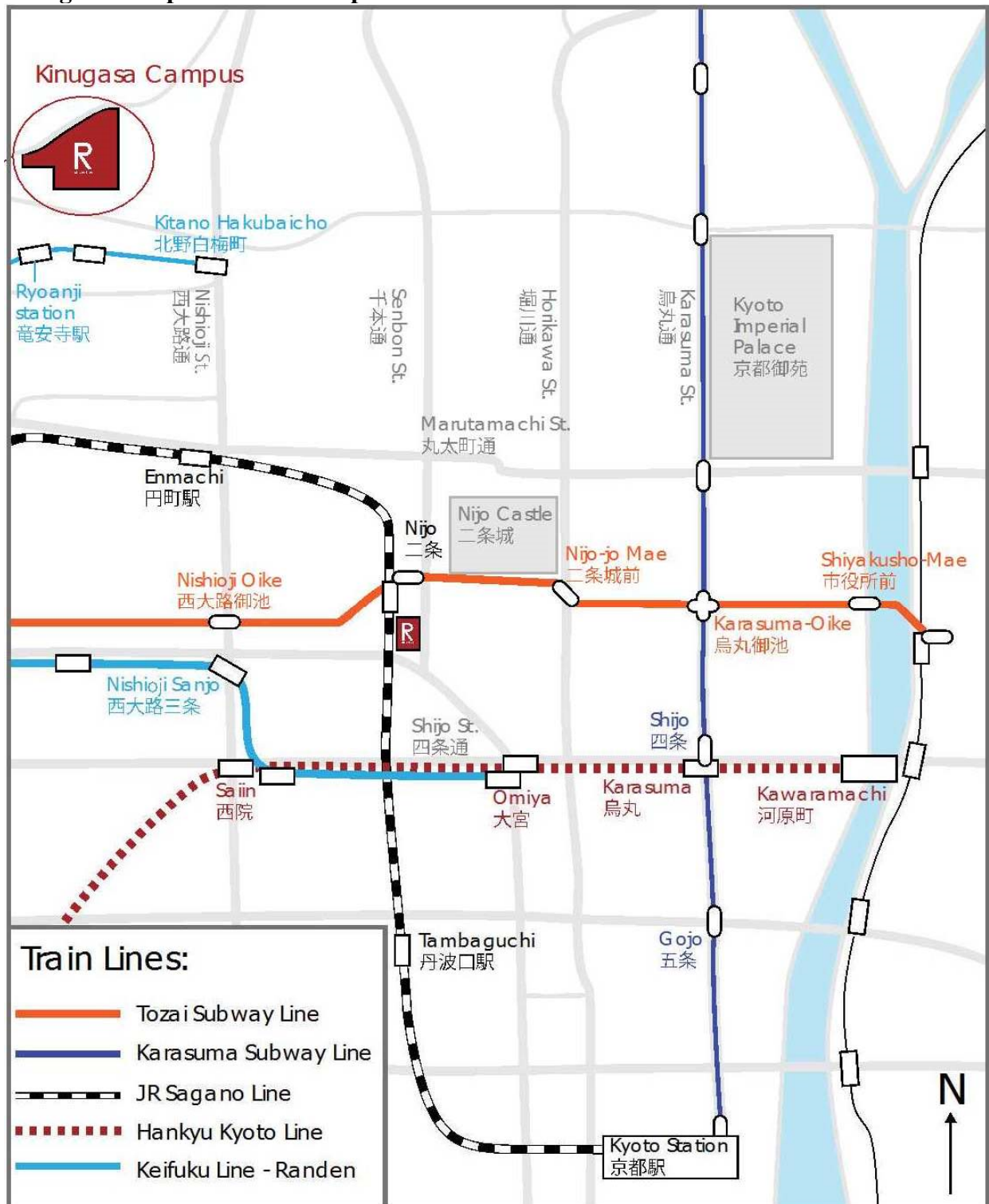
Osaka International House Foundation <http://www.ih-osaka.or.jp/english/>

Osaka Exchange Student Network <http://www.osaka-ryugakusei.net/>

Osaka Foundation of International Exchange <http://www.ofix.or.jp/english/index.html>

(12) Campus Area Maps

Kinugasa Campus Location Map



BKC Location Map



OIC Location Map

