RITSUMEIKAN UNIVERSITY

JD Program

Application Handbook

American University-Ritsumeikan University Joint Degree Program

English Basis 2018 ENTRY

- American University-Ritsumeikan University Joint Degree Program, College of International Relations
- Enrollment Date: April 1, 2018
- Campus Location: Kyoto

[Application Period] September 25 – October 16
Important Note:

* From 2018 Entry, Ritsumeikan University is introducing the online application system called “Ritsu·Mate”. Certain application documents must be submitted online (via "Ritsu·Mate") while other documents must be submitted by post. Please read this Handbook carefully and submit all your application in the designated method.

* The manual for “Ritsu·Mate” is available on the Ritsu·Mate webpage. You can access to the Ritsu·Mate from the website below.
   URL: http://en.ritsumei.ac.jp/e-ug/apply/jd/jd_apply.html/
   Please read the manual carefully before you make your application and prepare necessary information / documents.

* Your email in the online system cannot be changed once registered.

* In this Joint Degree Program, the students, who will be enrolled in Ritsumeikan University, will also be enrolled in American University, and students are required to apply through US “Common Application” system along with the admission procedure at Ritsumeikan University, as stated in “5. Application”–“(5)Application through ‘Common Application’”.

* All times in this Handbook are Japan Standard Time.
1. Admissions Policy
The Global International Relations Joint Degree Program is looking for globally minded students who can be effective leaders both on and off campuses. We expect our graduates to take an active role in their professional fields and contribute directly and indirectly to the deepening of mutually beneficial relations between the U.S., Japan and the rest of East Asia, as well as to the peace and prosperity of the international community.

2. American University-Ritsumeikan University Joint Degree Program
In this Joint Degree Program, Ritsumeikan University College of International Relations and American University School of International Service jointly offer a single curriculum and bachelor degree for the qualified students. The universities construct sophisticated systematic curriculum and aim to offer international level education, in order to achieve the common goal for talent development.

3. Purpose of the Admission Examination
American University-Ritsumeikan University Joint Degree Program aims to foster students who could appropriately understand wide range of issues in global international society from a perspective of Global International Relation Studies and contribute to the problem solving or peaceful and sustainable development. In addition, the admissions examination aims to recruit students who have an interest in those issues, who would like to study both in Japan and the U.S., and who are highly motivated to work with international perspective in various fields such as government, economics and culture in the future.

4. Number of Students Accepted
April AO Admissions [English Basis]
The number of places available for students through the above entrance examination method is detailed in the following table.

<table>
<thead>
<tr>
<th>College</th>
<th>Department</th>
<th>April 1 2018 Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of International Relations</td>
<td>American University – Ritsumeikan University Joint Degree Program</td>
<td>5</td>
</tr>
</tbody>
</table>

Hereafter the course is referred to as “JD Program” in this Handbook.
*The number of accepted students in this admission can be lower than indicated above depending on the application or/and screening process. In that case, the spot(s) will be compensated by other admission methods.
*This entrance examination does not preclude applicants from applying for other courses/universities. However, the applicants are not allowed to apply for AO Admissions of other college(s) in Ritsumeikan University unless the applicants are not admitted in this admission.

5. Application
(1) Key Dates in the Application Process

<table>
<thead>
<tr>
<th>Application Period</th>
<th>Examination Sheet Download (Check your Application #)</th>
<th>Interview Detail Announcement</th>
<th>Interview</th>
<th>Screening Result Announcement</th>
<th>Enrollment Procedures</th>
</tr>
</thead>
</table>

* Japan Standard Time
(2) Overall Application Process

**Step 1**
[Via Ritsu-Mate] Register Account
1) Access "Ritsu-Mate"
2) Register "Ritsu-Mate" Account
3) Complete "Ritsu-Mate" Registration

**Step 2**
[Via Ritsu-Mate] Register Application
1) Register Application
2) Register International Student Information (Only applicable for non-Japanese nationality)

**Step 3**
Prepare Application Documents with Document Checklist
- **Document A**: Registration Form
- **Document B**: Application Essays
- **Document C**: Application Sheet
- **Document D**: Evidence of Application Fee Payment
  *Step 4 should be finished beforehand.*
- **Document E**: Photocopy of Passport
- **Document F**: Photograph
- **Document 1**: Document Checklist
- **Document 2**: Letter of Reference
- **Document 3**: University Entrance Eligibility Documents
- **Document 4**: Academic Transcripts
- **Document 5**: English Proficiency Test Score Result

**Step 4**
Pay Application Fee
Methods of Payment
- [Via Ritsu-Mate] Credit Card
- Convenience Store *only in Japan*
- [Others] Wire Transfer
  - Paypal
  - Alipay

**Step 5**
Submit
1) Check if all the application documents are ready.
2) Send via a courier service or EMS. (If you send from outside Japan)
   Send via registered express mail (簡易書留速達郵便). (If you send in Japan)

**Step 6**
Complete & Submit Common Application
Application Completed!
[Via Ritsu-Mate] Download the Examination Sheet
Take Interview Examination

[Check “Application Handbook”]
(3) Application Eligibility

Applicants MUST fulfill **ALL of the following requirements**.

① Applicants considering this JD Program as their first preference.

② Applicants must possess non-Japanese nationality. Applicants who possess only Japanese nationality can apply if, by the time of enrollment, they have graduated or are to graduate from high schools / senior secondary schools located abroad.

③ Applicants must fulfill any **one of the following requirements**. In addition, regarding 1) through 3), if applicants who applied under the status of “expected to graduate/complete” and passed the admission examination but did not graduate or complete by March 31, 2018, they will not be admitted to the university.

1) Applicants must have completed, before the enrollment date at Ritsumeikan University, a standard 12-year course curriculum, or an equivalent curriculum as designated by the Minister of MEXT.

2) Applicants must possess a qualification, such as the International Baccalaureate Diploma, Abitur, and Baccalaureate, etc., that is recognized by universities outside of Japan as an entrance qualification and must have reached 18 years of age before the enrollment date at Ritsumeikan University.

3) Applicants must have passed an exam demonstrating equivalent academic ability to completion of a standard 12-year course curriculum outside Japan.

4) Applicants must have completed a 12-year curriculum at a school for international students accredited by an international accrediting organization (WASC, CIS or ACSI) or a school for international students in Japan accredited by the Minister of MEXT to be equivalent to a high school outside of Japan and must have reached 18 years of age before the enrollment date at Ritsumeikan University.

5) Applicants must have been recognized, through an individual screening review by Ritsumeikan University, as having an academic ability equivalent to or greater than that of a person who has completed high school, and be at least 18 years of age before the enrollment date at Ritsumeikan University.

* Regarding the requirements 1), 3), and 4) above, where an applicant has completed school education in a country where the curriculum is shorter than 12 years, they will be regarded as having met the qualifications if they complete, before the enrollment date at Ritsumeikan University, a Japanese pre-university preparatory course accredited by the Minister of MEXT, and reach 18 years of age. It might be the case that an applicant will be regarded as having met the qualifications without completing the Japanese pre-university preparatory course, if the applicant’s country and school are approved by the Minister of MEXT. Contact the International Admissions Office for details.

* If an applicant has completed a 12 (or more)-year curriculum at a school in less than 12 years with appropriate reasons, such as grade skipping or early graduation, they will be regarded as having met the requirement. In order to prove their eligibility, the applicant is required to submit an official document issued from their school explaining the reason for the early completion and details such as the skipped grade and date.

* The University will determine the eligibility of applicants who wish to apply using the requirement 5) by screening their academic background and other qualifications. If you wish to apply with the requirement 5), you should contact the International Admissions Office ahead of submitting your application in order to confirm the details, such as required documents and the application period for the individual screening.

* Regarding the requirement 5), the University recognizes applicants who graduate, before the enrollment date at Ritsumeikan University, from Korean senior schools (朝鮮高級学校 Chosen Kokyu Gakko) as having met this requirement.
Applicants must be able to demonstrate sufficient English ability to understand lectures in English. In order to demonstrate sufficient English ability, applicants must take one of the tests listed below and achieve a score of at least the minimum score indicated below by the time of application.

<table>
<thead>
<tr>
<th>Test</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL iBT® Test</td>
<td>71</td>
</tr>
<tr>
<td>TOEFL® PBT Test</td>
<td>530</td>
</tr>
<tr>
<td>IELTS (Academic Module)</td>
<td>Overall Band Score 5.5</td>
</tr>
</tbody>
</table>

* The University does not accept institutional tests such as TOEFL ITP® Test.
* The English tests must have been taken within the two-year period prior to the start date of the application period that the applicant applies for and the test score must be available during the application period.
* **NOTE:** Proof of English proficiency via TOEFL, IELTS, etc., is not required of applicants stated in a) or b) below. The applicants must contact Ritsumeikan University prior to the start date of the application period in order to confirm if they are eligible for this waiver.
  
  a) Have been educated in U.S. regionally-accredited post-secondary institutions inside or outside the U.S. where English is the only medium of instruction AND where the student successfully completes two English college composition (non ESL) classes with a "C" or higher;

  b) Have graduated within the past two years, 4 years (grades 9, 10, 11 and 12 or equivalent) of secondary/high school(s) where English was the only medium of instruction with no ESL, in one of the following:
  
  - U.S. regionally-accredited high schools inside or outside the U.S.
  - In the following countries* or in the educational systems of these countries* where English was the only medium of instruction AND no ESL courses were taken.
    (* English-speaking countries include: UK, Ireland, Scotland, Australia, New Zealand, and Canada (except Quebec).)
  - IB secondary schools inside or outside the U.S. In this case, the applicants must have completed both MYP and DP. If a student did only 2 years of IB in 11th and 12th grades (DP) and 9th and 10th grades were in another system, they MUST submit TOEFL or IELTS.

(4) Application Documents

1. Required components

<table>
<thead>
<tr>
<th>No.</th>
<th>Documents</th>
<th>Further Details</th>
<th>Submission Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Registration Form</td>
<td>Must be typed. The applicant must complete all sections referring to the instruction on the forms.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&lt;Document A&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Application Essays</td>
<td>Must be typed following the instructions in the &quot;Application Essays&quot; section on Form 3. Each essay has a word limit. (JD Essay 1&amp;2: 300 words, JD Essay 3: 600 words) The total number of words for each essay must be indicated. If you refer to specific data, facts, or opinions, have a reference list at the end of your essay. Plagiarism (drawing or copying any ideas from someone else without crediting the source) is deemed a dishonest act and your application will not be considered.</td>
<td>UPLOAD</td>
</tr>
<tr>
<td></td>
<td>&lt;Document B&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Application Sheet</td>
<td>Must be printed out from the Ritsu-Mate once you complete registration and payment of application fee. Attach a photograph of you on the photo attachment space. The photo must be taken within three months before the application and must meet all the requirements below.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&lt;Document C&gt;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The photograph must be 3 centimeters high by 2.4 centimeters wide. Must be in color showing a front view above the chest level with a plain background. No cap or hat is allowed. Must show your entire head, from the top of your hair to the bottom of your chin. *Cutouts from personal photos are not acceptable.

If you pay the Application Fee by bank remittance in or outside Japan or at convenience store in Japan, upload a scanned copy of the bank remittance form / receipt from convenience store. Refer to the ‘Application Fee’ section on page 9 for information on payment methods.

Upload a photocopy of the page of your passport showing your photo, name and passport number.
- If you do not have a valid passport, submit a photocopy of another official certificate of your country, such as a birth certificate or an official registry.
- If you possess more than one nationality, submit copies of all of the passports you have.
If you are living in Japan and do not possess Japanese nationality, submit photocopies of your passport and both sides of your Residence Card.

Must be identical with the photograph attached to the “C. Application Sheet”, and must be jpeg. or png. file.

Check all the components of application documents above and ensure that you have prepared all required items before submitting to the University.

The letter must be signed and sealed in an envelope by the referee who wrote it. The letter must be written in English by a teacher at your school. The original must be submitted (photocopies are not allowed).
If you have already graduated from high school and you cannot obtain a letter of reference from a teacher/a staff member of your school, a letter from your supervisor or manager at your place of employment would be acceptable.

Submit ONE of the following four documents:
1) Original documents that prove completion (or scheduled completion) of a standard 12-year school curriculum based on standard course curriculum in your country (e.g. Certificate of High School Graduation, Certificate of Scheduled High School Graduation, High School Diploma).
   - The Certificate of (Scheduled) High School Graduation should list your name, date of birth, and (scheduled) graduation date (Month/Year) with the school stamp and/or headmaster’s signature.
2) Original documents proving that you hold a recognized university entrance qualification or have passed a high school equivalency exam.
3) If you are from a country or region where, even after completion of a 12-year school curriculum, high school graduation certificates are not issued but rather national exam (or equivalent) results serve as a qualification for university entrance and completion of secondary education, you must provide the original certificate(s) of these exam results.
   - The followings are examples of the national exams / entrance qualification.
   - If you have not taken these exams at the time of application, ask your school to provide a letter which proves your scheduled attendance in such exams by detailing the Month and Year of the examination. (e.g. In the case of IB, the applicants must submit BOTH “Certificate of Expected Graduation” and “IB Predicted Grades”.)

<table>
<thead>
<tr>
<th>Country</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>France</td>
<td>Baccalaureate</td>
</tr>
<tr>
<td>Germany</td>
<td>Abitur</td>
</tr>
<tr>
<td>India</td>
<td>All India Senior Secondary School Exam</td>
</tr>
<tr>
<td>Indonesia</td>
<td>Senior Secondary School Certificate of Completion</td>
</tr>
</tbody>
</table>
International Baccalaureate*

*The applicants must submit BOTH “International Baccalaureate Diploma” and “Final grades”

4) If you are from such a country or region as referred to in 3) above and either did not take the national exams (or equivalent) or did not pass them, you must provide an official document from your school stating that you completed a 12-year national curriculum containing details of what you studied. The University will determine your eligibility with this information.

If you cannot submit any of the documents above, please contact the University.

Submit at least one of the following documents (where possible, both of the documents should be submitted).

1) Original Academic Transcripts for the four years of secondary/high school(s) (grades 9, 10, 11 and 12 or equivalent). (e.g. All grades of your senior high school AND the third year of your Junior high school.)
   - Ask your school to include a grading scale
   - If you are yet to graduate and have not completed all grades of the school curriculum, submit the academic transcripts of high school or senior secondary education for the period until the most recent academic term.
   - The transcripts should have school stamp and/or headmaster’s signature.
   - If you complete a 12-year school curriculum in less than 12 years by grade skipping or early graduation, submit transcripts describing the details of your grade skipping/early graduation, such as the grade/year you skipped and the reason for grade skipping/early graduation. If the transcripts do not contain this information, you must submit a letter from your school confirming your grade skipping/early graduation and its details.

2) The original certificate(s) of results for national university entrance exams such as SAT, ACT, etc. or equivalent (for those countries that hold such exams)
   - Ritsumeikan University’s SAT code is 5766.
   - SAT Subject Tests are not acceptable.

Submit one of the following English tests results. (See “1, TOEFL iBT® Test / TOEFL® PBT Test” OR “2, IELTS (Academic Module) Test Report Form” in the Table below.)

The test results will only be considered valid if the test was taken within the two-year period prior to the relevant application period and if the test score is available during the application period.

Applicants stated in Note at the end of “5. Application”-“(2)Application Eligibility” do not need to submit this document.

<table>
<thead>
<tr>
<th>English Proficiency Test</th>
<th>Required score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 TOEFL iBT® Test / TOEFL® PBT Test</td>
<td>iBT 71 or higher PBT 530 or higher</td>
</tr>
<tr>
<td>(1) Submit one of the following documents to prove that your score is valid and meets the application requirement.</td>
<td></td>
</tr>
<tr>
<td>a) A photocopy of your Test Taker Score Report (Examinee Score Report)</td>
<td></td>
</tr>
<tr>
<td>b) A printout of the “View Scores” which you can reach from “My TOEFL iBT Account” on the website of ETS</td>
<td></td>
</tr>
<tr>
<td>(2) In addition, Request ETS, within the application period, to send the Official Score Report to BOTH Ritsumeikan University and American University. Ritsumeikan University’s DI Code (institution code) is 0659, and American University’s DI Code is 5007.</td>
<td></td>
</tr>
<tr>
<td>2 IELTS (Academic Module) Test Report Form</td>
<td>5.5 or higher</td>
</tr>
<tr>
<td>(1) Submit a photocopy of the Test Report Form.</td>
<td></td>
</tr>
<tr>
<td>(2) In addition, the applicant is required to submit the original result certificate after acceptance into the university. For details of how to submit the original, refer to the “Enrollment Procedures Handbook II” enclosed with other enrollment documents. Acceptance into the University will be revoked if, upon comparison with the Official Score Reports, any of the</td>
<td></td>
</tr>
</tbody>
</table>

5. Documents proving English proficiency
② Important points regarding online application

- Ritsu-Mate is available generally for 24 hours EXCEPT between 7:30 pm on Wednesday and 5:30 am on Thursday (JST) for the purpose of system maintenance.
- No changes are possible by yourself once registered. Fill in accurately.
- Read the following instructions thoroughly when registering application information.

1) Register “Ritsu-Mate” Account

E-mail
The University will contact applicants when your application by post has been received by E-mail. You will receive a notice to your email address when communication from the University is updated on the “Ritsu-Mate”. It is the applicant’s responsibility to check your email regularly and respond in a timely manner. In case you have set mail rejection, change the setting so as to be able to receive emails from “@st.ritsumei.ac.jp”. Once you register your email address when making an account for “Ritsu-Mate”, it can not be changed.

Name
[1] Use all CAPITAL LETTERS for your family name. Capitalize the first letters of your given names.
[2] Middle names may be abbreviated to an initial and a period by the University if they are too long to be registered on the University’s system.

- Applicants without Japanese Nationality
  Write your name as recorded in an official certificate of your country, such as a passport, a birth certificate or an official registry in English alphabet.

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

- Applicants with Special Permanent Residency / Permanent Residency in Japan (特別永住者 / 永住者)
  Write your name as recorded in the Certificate of Residence (住民票, juminhyo) or passport. If you wish to use a name other than the formal name in your passport (an alias) after you enroll at Ritsumeikan University, you can write your alias, as recorded in the Certificate of Residence (住民票, juminhyo), as well as your real name in parentheses next to your alias.

Address / Contact Information
If you will be staying in a different place from your current address during the interview date, or wish notification of your result to be sent to another address, notify us of the designated address in the "Notes" column in the "Application Sheet".
If your current address is outside Japan, write your address in English. If your current address is in Japan, write your address in Japanese.

**Guarantor’s Contact Information (Emergency Contact)**

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

Write your guarantor’s name in Kanji if they are Japanese.

Write your guarantor’s address in Japanese if they live in Japan. Write in English if they live outside Japan.

2) **Upload application documents**

When you upload your application documents on the “Ritsu-Mate”, make sure files of documents are in the format of either ‘pdf’, ‘xlsx’, ‘docx’, ‘txt’, ‘jpeg’, ‘gif’, ‘png’. For each file name, use only alphabets, numbers, or “.(period)”, “-(hyphen)”, and “_(underbar)”.

3) **Important points regarding application by post**

1) All application documents, apart from the documents proving English proficiency, must be original.

2) Where it is not possible for a certificate to be reissued, a certified true copy of the original with the school stamp and/or headmaster’s signature or a copy enclosed in an envelope, sealed and stamped or signed across the seal by a school official will be accepted. In principle, the official organization that issued the document must certify the copy as identical to the original.

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

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

   [1] Write down the names of the documents you would like to be returned on a sheet of paper.

   [2] Write down your name and the address you would like the documents to be sent to on the paper, as well.

   [3] Attach the paper with a paper clip to the documents you would like the University to return.

5) For documents that are not written in either English or Japanese, an official translation must be submitted along with the original. Only translations certified by official organizations such as an embassy will be accepted.

6) Submit only the documents indicated in this handbook. The University will not consider any other documents as a part of your application.
(5) Application through “Common Application”

“Common Application” is a common application system adopted by about 700 universities in the U.S., including American University. In this Joint Degree Program, the students, who will be enrolled in Ritsumeikan University, will also be enrolled in American University, and students are required to apply through “Common Application”, along with the admission procedure at Ritsumeikan University indicated as above. The application schedule is as below. Please note that the information you register through Common Application is managed by American University according to the U.S. law and American University regulation. In addition, any personal information in “Common Application” is never considered in the screening process.

① “Common Application” Period
Monday, October 2nd ~ Monday, October 16th, 2017 (JST)

② How to apply through “Common Application”
Please refer to the “An Introduction to the Common Application” attached to this Handbook.

③ Point of Contact for Inquiries about “Common Application”
Office of International Programs, School of International Service, American University
TEL: 1-202-885-1493
E-mail: sisabroad@american.edu

(6) Application Fee

① Application Fee: 5,000 Yen
- The University will not accept an application, unless we are able to confirm receipt of the Application Fee by the designated application deadline.
- The Application Fee can be paid by the following methods below.
- You must submit proof that you have completed the payment of the Application Fee, such as a copy of the bank remittance form / receipt from convenience store. You do not need to submit proof of payment for online payment such as credit card, PayPal, or Alipay.
- The Application Fee will not be refunded under any circumstances including overpayment, as it covers the administrative cost of application processing and eligibility evaluation.
- Cash or postal money orders will not be accepted. DO NOT send cash or postal money orders with the application documents. The University does not accept any liability for loss.

② How to make payment
When making a payment by credit card, convenience store, PayPal, or Alipay (1)-4) below), an additional 500 yen is charged. The total transaction amount is 5,500 yen.
Online payment can be made anytime during the following times:
From 10:00 (JST) am on the first day of the application period to 11:00 pm (JST) on the last day of the application period. All times are Japan Standard Time.
To make a transaction, visit the Ritsu-Mate and proceed from the “Pay Application Fee”.

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

2) Convenience store
Convenience store payment is not available for applicants residing outside Japan. The payment system in each convenience store only corresponds to the Japanese language. After you receive a confirmation number on the Ritsu-Mate, you must go to the designated convenience store to complete your payment. You must submit, along with other application documents, your receipt which you receive at the convenience store.

3) PayPal
PayPal is an online payment service. You need a user account and your credit card information. Read the manual of the “Ritsu-Mate” for further details.

4) Alipay
Alipay is an online payment service in China. You need a bank account with online banking service in China to have a user account. Read the manual of the “Ritsu-Mate” for further details.

5) Yen-denominated wire transfer
[1] From a financial institution outside of Japan
When making a remittance from abroad, an additional 2,500 yen is required to cover bank commission in Japan. This 2,500 yen commission and any fees charged by the overseas bank must be paid by the applicant.

**Please note that if you only send 5,000 yen, the amount that enters the University account will not be sufficient and you will need to make another payment to cover the shortfall.**
You must submit a copy of the bank remittance form / receipt.

<table>
<thead>
<tr>
<th>Amount to Transfer</th>
<th>7,500 yen</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- 5,000 yen for the Application Fee</td>
</tr>
<tr>
<td></td>
<td>- 2,500 yen for bank commission in Japan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Transfer</th>
<th>Telegraphic Transfer Remittance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of Transfer</td>
<td>Application Fee Payment</td>
</tr>
<tr>
<td>Contact Information</td>
<td>Name of Applicant</td>
</tr>
<tr>
<td>Bank Name</td>
<td>SUMITOMO MITSUI BANKING CORPORATION</td>
</tr>
<tr>
<td>Branch Name</td>
<td>Kyoto Branch</td>
</tr>
<tr>
<td>Account Name</td>
<td>Ritsumeikan University</td>
</tr>
<tr>
<td>Account Number</td>
<td>5408448</td>
</tr>
<tr>
<td>Branch Address</td>
<td>8 Naginatabokocho, Shimogyo-ku, Kyoto 6008008 JAPAN</td>
</tr>
<tr>
<td>Branch Telephone Number</td>
<td>+81-75-211-4131</td>
</tr>
<tr>
<td>SWIFT CODE</td>
<td>SMBCJPJT</td>
</tr>
<tr>
<td>Transfer Fees</td>
<td>To be paid by applicant</td>
</tr>
</tbody>
</table>

[2] From a financial institution in Japan
When making the transfer, you must use the transfer application form provided by the bank and write
the name of the applicant to Ritsumeikan University in the Sender’s Name box on the form.
You must submit, along with other application documents, a copy of the bank remittance form/ receipt.

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

(7) Submitting Application Documents

Certain application documents must be submitted online (via "Ritsu-Mate") while other documents must be submitted by post. Refer to the details on page 4-7. The University will not accept applications by E-mail or Fax.

**DO NOT USE REGULAR MAIL** as it takes longer to arrive and is not traceable.

To submit the application documents from outside Japan, you must use a courier service (DHL, FedEx, OCS, etc.) or EMS.
To submit the application documents in Japan, you must use registered express mail (簡易書留速達郵便, Kanikakitome Sokutatsu Yubin).

Before submitting the application documents, you must ensure that you have completed payment of the Application Fee and have prepared all the required documents.
The University will not accept applications if the payment of the Application Fee cannot be confirmed and/or the application documents are incomplete.

**The package containing the application must be postmarked or collected by the courier service by the application deadline.**
The University will not accept applications postmarked after the end of the application period.

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

② Important points for submitting the application
1) The University will notify applicants if the application is incomplete. When required by the
University, you must take appropriate action swiftly, such as submitting additional documents.

2) All the forms filled in by applicants must be written in English, unless otherwise instructed.

3) Application documents will only be returned if the applicant does not meet the application eligibility requirements. No changes to the application are allowed once submitted.

4) Application and acceptance into the University will be revoked if any false information or forgeries are found in the submitted documents.

5) If you require special assistance during examination and/or class work after admission due to illness, injury, or physical disability, please contact the International Admissions Office one month prior to the beginning of the application period. In case of delay of the contact or depending on the content of request, the university might not be able to confirm necessary support measures in advance. Whether or not you apply for the course, contact the International Admissions Office as soon as possible. Information about requests will be shared with relevant sections of the University.

6. Screening

(1) Screening Method
Selection will be based on submitted application documents and an interview. Ritsumeikan University and American University will jointly approve the successful applicants.

(2) Interview
An interview will be conducted for applicants.

Details of the interview, such as the interview method, venue, date, and time, will be determined by the University and notified in an interview information sheet mailed to the applicant around Thursday, November 9th, 2017. Applicants cannot choose the interview method, venue, date or time. Applicants are required to contact the International Admissions Office if they don’t receive the interview information sheet after one week from the date.

① Interviews for applicants living outside Japan
As a rule, the interview will be a web-based interview via SKYPE, or a telephone interview. Applicants who are living outside Japan do not need to come to Japan for the interview. The University strongly recommends applicants to install SKYPE and familiarize themselves with the system before the interview. Applicants who cannot use SKYPE must contact the International Admissions Office.

② Interviews for applicants living in Japan
As a rule, the interview will be a face-to-face interview at the Kinugasa Campus of Ritsumeikan University in Kyoto.

③ Important points for the interview
1) The interview dates may be changed due to unforeseen circumstances.
2) The University will not accept any responsibility for loss incurred due to the change of interview date.
3) If any changes are made to the interview arrangements, the University will inform the
4) The University will not reschedule interviews for applicants who did not attend the scheduled interview because of illness, accident, or any other reasons.

7. Notification of Results

(1) Notification Methods

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

① Postal Mail

The University notifies the results to the successful applicants by registered mail to addresses in Japan, or by courier to addresses outside Japan. The results are sent out in the afternoon of the dates detailed in the tables on page 1 and it may take a few days to reach applicants’ houses. Contact the International Admissions Office if you do not receive the result within 7 days. The university will not send out the results to the applicants who were not accepted into the university. They are expected to confirm their results on the website showing application numbers of successful applicants.

② Website

Application numbers* of applicants accepted into the University will be available on the University’s English website from 10:00 am (JST) on the result notification dates for one week.

* Refer to the application number indicated in the “Examination Sheet” which you can download via “Ritsu-Mate” one week prior to the result notification date. Applicants are required to contact the International Admissions Office if they can’t download the “Examination Sheet” on the “Ritsu-Mate”.

To access the list of successful application numbers, click on the “Result Notification for JD Admission” banner on the following website.

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

③ Ritsu-Mate

The result of the applicant can be confirmed from the “Examination Result” button on the “Ritsu-Mate” from 10:00 am (JST) on the result notification date.

(2) Important points regarding the result notification

① For those who did not attend their interviews even though they were invited, and those who came but did not complete the interview, the University will not send out the results.

② The University will not provide any information regarding the results by any other means, such as phone, fax, or e-mail.

③ If any accidents occur during the mailing process, the University shall not be held responsible for any loss or leakage of personal information.
Enrollment Procedures

Enrollment Procedures consist of paying Enrollment Procedure Fees* and submitting the required Enrollment Documents that will be sent to successful applicants around 1-2 months before the enrollment date.

Enrollment Procedures must be completed within the designated time periods. If you do not complete these procedures by the final date of each period, your enrollment into the University will be cancelled.

Further information regarding Enrollment Procedures will be provided in the “Enrollment Procedures Handbook I”, which will be sent to successful applicants with notification of the application results.

*At Ritsumeikan University, Enrollment Procedure Fees consist of the Admission Fee and Tuition Fee(s).

(1) Enrollment Procedure Fees

① Step 1: Payment of Admission Fee

The Admission Fee (300,000 yen) must be paid during the period for (3) ‘Step 1’ on page 17.

Please note that once it has been received, the Admission Fee cannot be refunded under any circumstances.

If successful applicants wish to pay the Admission Fee (Step 1), Tuition Fee(s) and Miscellaneous Membership Fees (Step 2) together, the payment must be completed during the period for Step 1.

② Step 2: Payment of required Tuition Fee(s) and Membership Fees

The Tuition Fee(s) must be paid during the period for (3) ‘Step 2’ on page 17. Miscellaneous Membership Fees for 2018 are collected at the same time.

(2) Payment Methods

To make payment of Enrollment Procedure Fees, payment methods A) –D) below are available. More detailed information about payment will be provided in the “Enrollment Procedures Handbook I” that will be sent to successful applicants.

A) Pay all Enrollment Procedure Fees at the same time (including Tuition Fees for Spring and Fall Semester)

Payment must be made during the period for ‘Step 1’.

Fees include: Admission Fee, Tuition Fees for Spring and Fall Semester.

Miscellaneous Membership Fees for 2018 are collected at the same time.

B) Pay Admission Fee and Tuition Fee for Spring Semester at the same time

Payment must be made during the period for ‘Step 1’.

Fees include: Admission Fee, Tuition Fee for Spring Semester.

Miscellaneous Membership Fees (1 semester fee for Academic Association and all other Membership Fees for 2018) are collected at the same time.

Payment for Tuition Fee for Fall Semester must be made after enrollment.

C) Pay Admission Fee during the period for ‘Step 1’. Then pay Tuition Fees for Spring and Fall Semester (Step 2-(a) Fees) during the period for ‘Step 2’

Miscellaneous Membership Fees for 2018 are collected at the time of Step 2.
D) Pay Admission Fee during the period for ‘Step 1’. Then pay Tuition Fee for Spring Semester (Step 2-(b) Fees) during the period for ‘Step 2’

Miscellaneous Membership Fees (1 semester fee for Academic Association and all other Membership Fees for 2018) are collected at the time of Step 2.

Payment of Tuition Fee for Fall Semester must be made after enrollment.

(3) Schedule for Payment of Enrollment Procedure Fees

<table>
<thead>
<tr>
<th>Details of Payment</th>
<th>Period for Completion of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td></td>
</tr>
<tr>
<td>Admission Fee</td>
<td>2017/12/15 Fri. – 2018/1/11 Thu.</td>
</tr>
<tr>
<td>Step 2</td>
<td></td>
</tr>
<tr>
<td>(a) Tuition Fees for Spring &amp; Fall Semester and Miscellaneous Membership Fees</td>
<td>2018/1/12 Fri. – 2018/1/22 Mon.</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>(b) Tuition Fee for Spring Semester and Miscellaneous Membership Fees</td>
<td></td>
</tr>
</tbody>
</table>

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

If a successful applicant cancels enrollment by March 31, 2018 by submitting the designated form “Cancellation of Enrollment and Request for Refund of Fees Paid at Enrollment (Excluding Admission Fee)”, Tuition Fee(s) and Membership Fees will be refunded to the applicant.

The Admission Fee will not be refunded under any circumstances.

No claims for refund will be accepted on or after April 1, 2018.

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

(5) Enrollment Documents

Period for submitting Enrollment Documents:

From March 5 Monday to March 19 Monday, 2018

Certain enrollment documents must be submitted online (via “Ritsu-Mate”) while other documents must be submitted by post. Refer to the detail in the “Enrollment Procedures Handbook I” which is sent out to the successful applicants on the result notification date.

Successful applicants living outside Japan must use a courier service (DHL, FedEx, OCS, etc.) or EMS to submit Enrollment Documents.

Successful applicants living in Japan must use registered express mail (簡易書留速達郵便, Kanikakitome Sokutatsu Yubin) to submit Enrollment Documents.

The package containing the Enrollment Documents must be postmarked or collected by the courier service by the deadline above.

■ Considerations

① In order to attend American University, all students need to meet a minimum score of 80 or higher for TOEFL iBT® (scores for each section of the TOEFL should be 20 or higher), 550 or higher for TOEFL PBT®, or Overall Band-score 6.5 or higher for IELTS (scores for each component of the IELTS should be 6.0 or higher). A student who does not meet this requirement
by the end of their 1st academic year will not be allowed to take courses at American University from the fall semester of their 2nd year, and their graduation will be delayed. In that case, upon the student’s request and the College’s approval, the student may be allowed to transfer to Department of International Relations at Ritsumeikan University.

② Students of the American University and Ritsumeikan University Joint Degree program are restricted from taking some courses, such as Teacher-Training courses, foreign language courses other than Japanese language courses, or courses offered by other colleges at Ritsumeikan University because of the JD program curriculum and the program structure. Furthermore, students will not earn credit from any other study abroad programs. When students apply for a leave of absence, they may only apply for units of one year (two semesters), not one semester.

* TOEFL® are registered trademarks of Educational Testing Service (ETS).
## Admission Fee, Tuition Fees, and Other Membership Fees

### 1. First Year University Fees and Other Fees for Students Enrolling in 2018

#### (1) Admission Fee and Tuition Fees

<table>
<thead>
<tr>
<th>College</th>
<th>Admission Fee</th>
<th>Tuition Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Relations</td>
<td>300,000</td>
<td>Spring Semester 463,200</td>
<td>1,386,400</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall Semester 623,200</td>
<td></td>
</tr>
</tbody>
</table>

* Spring Semester: April-September, Fall Semester: September-March

**Note:**
1. The Admission Fee is only paid in the first year.
2. Tuition Fee for the 1st semester (Spring Semester) is reduced by 160,000 yen in order to lighten the financial burden for the first year.
3. Separate fees may be charged if a student takes certain courses.
4. Changes to Tuition Fees may be proposed when social factors, such as rapid inflation, have a significant impact on the University.
5. Payment of the Miscellaneous Membership Fees detailed below is carried out at the same time as payment of Tuition Fee(s).

#### (2) Miscellaneous Membership Fees

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

<table>
<thead>
<tr>
<th>College</th>
<th>Student Government Board</th>
<th>International Relations Academic Association</th>
<th>Parents Association of Student Education Assistance</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Registration Fee</td>
<td>Annual Membership Fee</td>
<td>Membership Fee</td>
<td>Registration Fee</td>
</tr>
<tr>
<td>International Relations</td>
<td>3,000</td>
<td>5,000</td>
<td>4,000/semester (8,000/year)</td>
<td>5,000</td>
</tr>
</tbody>
</table>

**Note:**
* Registration Fees for the Student Government Board and Parents Association of Student Education Assistance are only collected in the first year.
* Membership Fees for the Student Government Board and Parents Association of Student Education Assistance can only be paid in one payment.
* Membership Fees for the Academic Association is collected per semester (4,000 yen per semester), however, annual fee of 8,000 yen is collected if you pay Tuition Fees for both Spring Semester and Fall Semester at once.

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

<table>
<thead>
<tr>
<th>College</th>
<th>Enrollment Procedure Fees</th>
<th>Amount to Be Paid in The Second Semester (Only If Paying in Two Installments)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Step 1: Payment of Admission Fee</td>
<td>Step 2: Payment of University Fees and Membership Fees</td>
</tr>
<tr>
<td></td>
<td>(a) Paying Fees in Full Tuition Fees for 2 Semesters</td>
<td>(b) Paying in Two Installments Tuition Fee for Spring Semester</td>
</tr>
<tr>
<td>International Relations</td>
<td>300,000</td>
<td>1,117,400</td>
</tr>
</tbody>
</table>

**Note:**
If a student chooses to pay in two installments, the University will send information to the student about paying the second installment in October. The payment deadline for the second installment is November 30, 2018. If financial institutions are closed on September 30, the payment deadline will be the next business day.
2. Tuition Fees for the Second Year (2019) and Beyond

(1) Tuition Fees at Ritsumeikan University

<table>
<thead>
<tr>
<th>College</th>
<th>Tuition Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Semester</td>
<td>623,200</td>
<td></td>
</tr>
<tr>
<td>Fall Semester</td>
<td>623,200</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,246,400</td>
<td></td>
</tr>
</tbody>
</table>

Note:
(1) Separate fees may be charged if a student takes certain courses.
(2) Changes to Tuition Fees may be proposed when social factors, such as rapid inflation, have a significant impact on the University.
(3) Payment of the Miscellaneous Membership Fees, detailed above, for the years when the students study at Ritsumeikan University (Second and Fourth Year) is carried out at the same time as payment of Tuition Fee(s).

(2) Tuition Fees and Miscellaneous Fees at American University

Students of this program will be enrolled at American University for 4 semesters from the Fall Semester in the 2nd year to the Spring Semester in the 4th year. The fees for this period are shown below.

<table>
<thead>
<tr>
<th>College</th>
<th>Tuition Fees</th>
<th>(Per Semester)</th>
<th>(Unit: USD)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of International Service</td>
<td>$22,904</td>
<td>$45,808</td>
<td>$48,860</td>
<td></td>
</tr>
<tr>
<td>Full-Time (12-17.5 credit hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-Time (18 credit hours)</td>
<td>$24,430</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Miscellaneous Fees (Undergraduate Students Full-Time)

<table>
<thead>
<tr>
<th>College</th>
<th>Sports Center Fee</th>
<th>Undergraduate Activity Fee</th>
<th>Student Technology Fee</th>
<th>Metro U-Pass</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of International Service</td>
<td>$65.00</td>
<td>$88.50</td>
<td>$120.00</td>
<td>$130.00</td>
<td>$403.50</td>
</tr>
</tbody>
</table>

Note:
(1) For American University tuition fees, $1,526 per additional credit is incurred over 18 credit hours.
(2) The above fees are for the 2017 academic year at American University. The tuition and fees are expected to increase 5-7% annually. Therefore, the fees may be more than the price listed in this handbook by the time students study at American University in their 2nd year. (Fall 2019)
(3) In addition to the tuition and fees, students who stay at American University’s dormitories will need to spend about $4,900 for a dormitory and about $1,542 for a meal plan per semester, depending on their dormitories and meal plans. Also, all the fees are subject to change.

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

(1) Student Government Board

The Ritsumeikan University Student Government Board is a self-governed organization made up of Ritsumeikan University students with the aim of contributing to the improvement and expansion of both academic and extra-curricular activities as well as the development of the academy as a whole. The Student Government Board is involved in conducting scholastic, athletic, and volunteer extracurricular activities, such as welcome events for new students and the yearly school festival, as well as contributing to the improvement of the overall learning environment and convenience of
student life. These activities are conducted using various grants and subsidies from the university as well as membership dues.

(2) Academic Association
The Academic Association of the College of International Relations is made up of undergraduate students, graduate students, and faculty members for the purpose of furthering academic research and presenting its results. The association edits and publishes association journals, hosts conferences and lectures, and organizes surveys and field trips using membership dues and other income such as donations.

(3) Parents Association of Student Education Assistance
The Parents Association of Student Education Assistance strives to support educational activities and increase communication between students and parents in accordance with the educational policies of Ritsumeikan University while also promoting friendship between its members. This includes supporting student life through social activities and scholarships as well as conducting activities to support students in their search for post-graduate employment.
1. **Status of Residence of International Students**
   In principle, individuals without Japanese nationality must acquire the status of residence “Student” in order to enter Japan as a university student.
   
   In order to apply for scholarships, international students at Ritsumeikan University are, in many cases, required to possess the status of residence "Student".

2. **Certificate of Eligibility (COE) and Obtaining a Student Visa**
   In order to acquire the status of residence “Student”, individuals without Japanese nationality must show a “Student” visa at the immigration control when entering Japan.
   
   A “Student” visa will be issued at a Japanese embassy or consulate in your country or region of residence. To apply for a “Student” visa, you will need to submit a “Certificate of Eligibility (COE)”. The COE can only be issued by the immigration bureau in Japan when your proxy in Japan, such as the university you intend to enroll at, makes an application on your behalf.
   
   Ritsumeikan University will apply for the COE on behalf of the successful applicants from outside Japan only when we judge that a COE is necessary for them and that they meet all of the following requirements.
   
   (1) Applicant is currently living outside of Japan, and requires a COE to obtain a "Student" visa.
   
   (2) Applicant has paid the Admission Fee, Tuition Fee(s), and other required fees by the stipulated deadline.
   
   (3) Applicant has submitted all the required documents by the stipulated deadline and can prove that they have sufficient finances available to cover their period of study.

   Before applying for the COE on behalf of the successful applicants, Ritsumeikan University must confirm the applicant’s intent to enroll at the University. Ritsumeikan University considers payment of all required Enrollment Procedures Fees by the successful applicants to be confirmation of their intent to enroll.
   
   More information about the procedures relating to acquiring a status of residence in Japan will be provided in the “Enrollment Procedures Handbook I” which will be sent to successful applicants with their acceptance letter.

   If, having read and understood the above information, you wish to have the University apply for the COE on your behalf, please check “Yes” to the question "If No, do you wish Ritsumeikan University to apply for the Certificate of Eligibility for Status of Residence on your behalf?” in section “V. Status of Residence in Japan” on the Registration Form of the booklet of the “APPLICATION FORMS”.

   If you possess Japanese nationality or you are non-Japanese living in Japan with a valid status of residence, you do not need to apply for a COE.
   
   The University will not apply for a COE for individuals other than successful applicants.
“Ritsumeikan University Special Encouragement Scholarship for Privately Financed International Students” is the tuition reduction scheme Ritsumeikan University offers to international students.

This scholarship scheme is only for students who possess the status of residence “Student” by the time of enrollment and who need financial support to pursue their study at the University.

The recipients and amount of the tuition reduction will be determined based on the applicants’ screening results.

<table>
<thead>
<tr>
<th>Type</th>
<th>Reduction</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate I</td>
<td>100% of Tuition</td>
<td>One year</td>
</tr>
<tr>
<td>Undergraduate II</td>
<td>50% of Tuition</td>
<td></td>
</tr>
<tr>
<td>Undergraduate III</td>
<td>20% of Tuition</td>
<td></td>
</tr>
</tbody>
</table>

*Recipients must hold a status of residence “Student” to receive the reduction scheme.
*You can apply for the 2nd year and beyond based on the academic performance of the previous year.
*This scholarship will be applicable for the period when taking courses and paying Tuition Fees at Ritsumeikan University.

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

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

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

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

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

4. **Statistical Use of Personal Information**
   Ritsumeikan University may use data extracted from applicants' personal information to conduct various statistical analyses to be used for surveys and research relating to the admission process. This data may also be provided to students interested in applying to Ritsumeikan University. However, the University shall ensure that any information made public cannot be used to identify specific individuals.
CONTACT/SUBMIT APPLICATION TO

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

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

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

*Ritsumeikan University will be closed from Friday, August 11, 2017 – Monday, August 21, 2017 and
Wednesday, December 27, 2017 – Thursday, January 4, 2018

*Any inquiry about “Common Application” to
Office of International Programs, School of International Service, American University
TEL: 1-202-885-1493
E-mail: sisabroad@american.edu

Any email about this admission process should be titled as ‘JD_(Your concern)’
(e.g. ‘JD_Enrollment Procedure’)


An Introduction to the Common Application
for Students Applying to
The American University – Ritsumeikan University Joint Degree Program
BA in Global International Relations

Compiled in June 2017
Last revised July 20, 2017
by the School of International Service - Office of International Programs
Dear student,

Thank you for applying to the joint degree between American University in Washington, DC and Ritsumeikan University in Kyoto, Japan!

As part of the application process, you will be asked to complete the Common Application, which is used for the admission process to American University (AU). The Common Application is used by many schools, so you will need to select American University and then fill out both general questions that are part of the Common Application and questions that are specific to American University. Only complete applications are reviewed by the AU admissions office, so be sure to fill out all required parts of the application. Once your application is submitted, you will receive an email confirmation – be sure to save this email!

The following guide has been compiled by the SIS Office of International Programs at American University. It is intended to help you navigate the Common Application, particularly those areas related to your application to the joint degree program. Please read these sections and follow the instructions provided. If you have questions, please contact our office at sisabroad@american.edu. Please be aware that this guide may be subject to revision.

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Creating an Account in the Common Application

The Common Application is located at [www.commonapp.org](http://www.commonapp.org)

In order to start an application, you will first need to create an account. Select the “Apply Now” button from the main page of the application.

This will take you to the Sign in page. You do not yet have an account, so click the blue link to “Create an Account.”
Select “I am a: Student.”

Enter your email address and decide on your password for your account.
All fields with the red asterisk (*) are required.
Enter your first name and last name as they will appear in your passport. Use the enter address button to enter your home address. List your phone number and date of birth.

Select “I am applying as a: First-Year Student” if you have not previously attended college. Though Ritsumeikan home students on the joint degree program will not enter AU until their fourth semester, you are applying for admission as a first-year student. You will then select the year that you plan to start the joint degree program.

You must also make sure that all four boxes on the right side of the page are checked.

Once completed, hit the “Create” button. You now have a Common Application Account!
Starting the Application – the Dashboard

The Dashboard is the first page you will see each time you log in to the Common Application. On the right side of the page, you will see a column with Instructions and Help. This toolbar will appear on every page of the application.

You will see your first name and your Common Application ID Number (CAID) in the upper right corner of the page. This is a sample application, so your application will also say “student” instead of “practice applicant.”

At the top of the page, you will also see tabs for My Colleges, Common App, College Search, and Financial Aid Resources. We will go through each of these tabs and the information you need to provide with the Common Application. Please also note that you do not have to complete the entire application at once, you can save and return to any unfinished questions. You will need to complete all required questions in order to be able to submit the Common Application.

The My Colleges tab will be blank until you add the name of the college to which you are applying. In order to do that, first go to the College Search tab.
Selecting the Application for American University

Go to the College Search tab. In the first line, enter “American University,” and for the country, selected United States of America, then select the “Search” button at the bottom of the screen.

When you search, the only option that appears will be American University in Washington, DC. Check the box to the left of the name, and select the “Add” button. The Common Application has both general questions for all applicants and questions specific to the university to which you are applying. You have now added AU. Next, you will start the general questions.
Starting the Common Application General Questions

At the top of the page, select the Common App tab. This will take you to the questions that all students have to answer. Any question with a red asterisk (*) is a required question. You will see that some questions are auto-filled with the information you provided when you created the account.

On the left of the page, you will see all the sections: Profile, Family, Education, Testing, Activities, and Writing. You must complete questions in all of these sections.
Within each section, there are sub-sections of questions. Under Profile, the first category is Personal Information, as seen in the first image above. As you fill out questions and come to the bottom of the page, you will see the other subsections in the Profile section. These subsections are Address, Contact Details, Demographics, Geography, Language, Citizenship, Scholarship Information, and Common App Fee Waiver.

Please complete all questions with asterisks (*). Please note that for some questions, your answer will prompt an additional question to appear.

For example, under Address, if you select “Send mail to a temporary or alternate address” you will be prompted to enter that address and indicate whether it is temporary. These are required questions. If you select “no alternate address” there will be no additional questions that appear.

Complete each subsection with your information. Below are helpful hints for sections that particularly relate to your application to the joint degree program.
Citizenship
Please select the appropriate citizenship status. For most joint degree applicants, if you do not have U.S. citizenship, this will be “Other.” This will cause additional information to appear. Select your citizenship (note that more than one citizenship can be selected). For the visa type for the joint degree program, it is the F-1 Student visa.

For the Common App Fee Waiver subsection, please answer “No.” Students applying for the Joint Undergraduate Degree will note in a different section of the application the fee waiver. The application fee waiver will be addressed later in this guide.
As you complete all required questions in each subsection, you will see a green check mark (√) appear next to that section. Once all questions in the Profile section are completed, you will also see a green check mark in column on the left of the screen. This is how you can check your progress in the application. Once you have completed a section, you will also have the option to Preview your answers.

Common App Questions: Family

After you have completed the Profile section, go on to the Family section. This section contains questions about your family household, your parents, and siblings. This does not determine your eligibility or selection of the program, but provides background information to the school.
Common App Questions: Education

Under the Education section, students will complete subsections about the Current or Most Recent School, Other Schools, Community-Based Organizations, Education Interruption, Colleges & Universities, Grades, Current or Most Recent Year Courses, Honors, and Future Plans.

Helpful hints:
Under the Current or Most Recent School subsection, if there is no school counselor at your high school, you may list the name of the principal.

Other Schools refers to if you have attended other high schools. You should also list your junior high school in this section. Schools before junior high school do not need to be listed.
For the purposes of the joint degree program, students will need to show English language proficiency through a standardized test such as the TOEFL iBT or IELTS. Scores older than two (2) years are not considered sufficient for the application process.
Common App Questions: Activities

List any activities you wish to report as part of the application. You can list up to ten (10).
American University requires an essay with its application. In recognition of the effort that students are making in applying to both Ritsumeikan University and American University for this joint degree, students will be allowed to use one of the essays they have written for the Ritsumeikan application.

Select the fourth prompt:
Describe a problem you’ve solved or a problem you’d like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.

In the space provided, please write “American University – Ritsumeikan University Joint Degree Program” and should copy and paste Essay #3 from the Ritsumeikan University application. This essay must be in English and it must be at least 250 words in length and no more than 650 words in order to fit the space provided. Please

The writing section also includes a subsection for Disciplinary Action and for Additional Information. Please fill these out as instructions indicate.
If you have answered all required questions, you should see green check marks (✓) for each section in the left column.

In this case, you can see that there is no check mark for the Education section. This means that there is a required question which has not been answered. Click on the Education section to return to that section and make sure that you have answered all questions.

Congratulations, you have finished the general questions for the Common Application! The application is not yet complete though. Now you will answer questions specific to American University.
Go to the My Colleges tab at the top of the page. Earlier, you searched for and added American University. Now you will answer questions specific to American University and complete your application.

On this page, you will see contact information, deadlines, and required information. Because the joint degree program is a special partnership between American University and Ritsumeikan University, there are some special instructions for joint degree applicants to complete this section.

In the left column, under Application, you will see that the American University application has Questions, Recommenders and FERPA, and Review and Submit – Common App. You will also see that under the Writing Supplement there are Questions and Review and Submit – Writing Supplement.

Let’s begin the American University specific application questions.
American University Application: Questions

The Questions section contains five subsections: General, Academics, Activities, Contacts, and Family. The helpful hints below address questions specific to joint degree applicants. You will need to answer all questions with a red asterisk (*) in order to complete the section.

General Questions Helpful Hints

Preferred Start Term
While applicants to the joint degree program will start first at Ritsumeikan University and then come to American University in the fourth semester, you will apply simultaneously to both universities. For the start term, please select the current fall term.

Preferred Admission Plan
Select Regular Decision for your preferred admission plan.

School Specific Fee Waivers
Students applying for the joint degree program will not pay the Common Application fee. You will receive a fee waiver, so select “Yes” for this question.
Academics Helpful Hints

Intended Major
Please select “Global International Relations (BA)” from the drop-down list. This is the name of the degree you will earn through the joint degree program.

Secondary Academic Interest
The application requires that a secondary interest be listed. You can list the Global International Relations (BA) for this question as well.

You will also need to complete required questions in the other three subsections: Activities, Contacts, and Family. Please answer these as appropriate. Once you have completed all required questions in the section, you will see a green check mark next to the American University Application Questions section in the left column and the application will advance to the Recommendations and FERPA section.
FERPA is the Family Educational Rights and Privacy Act. Click on the Release Authorization button. Take a moment to read the information provided on this page. Click the checkbox and then the Continue button.

Check the authorization, the waiver, and the final checkbox confirmation. Type your full name as it appears in your passport on the signature line and select Save.
American University Application: Recommendations

The Common Application requires that recommendations be provided in order for the online application to be completed. As joint degree applicants, we recognize that you are already providing recommendations as part of your Ritsumeikan application. Those recommendations will be provided to AU on your behalf by Ritsumeikan University.

In order to complete the recommendation section of the Common Application, please follow these instructions:

Under the Counselor recommendation, please click on Invite Counselor.

Select the Type as Counselor, fill in First and Last names as SIS Abroad and enter the email address as sisabroad@american.edu. Select Send Invite. You will be prompted to assign the invitation for that recommendation for your American University application.

This will send the request to the SIS Office of International Programs and our office will accept the recommendation invitation. You will see the screen change and it will prompt you to send PDFs, but you do not need to print and send these PDFs as part of your joint degree program application.
Do the same for the Teacher recommendation.

Again, our office will accept the invitation and you may see the PDF information appear again. You do not need to send in this PDF. This will allow the recommendation section of your application to be complete.

You will see the Other Recommender box at the bottom of the page. It already has a green check mark (✓) because it is not required. When you return to the top of the page, you should see that the Recommendation and FERPA section now has a green check mark to show it is complete.
From the left column, select Review and Submit – Common App. If there are portions of the application that are not complete, it will direct you to complete these sections. You will not be able to review until all required questions are complete. Let’s begin the final review. Select the Review and Submit button from the bottom of the page.

This will generate a preview of the application PDF with answers to the questions you have answered in the Common Application and also to the American University specific questions that you answered. You will see that in the upper right corner you have options to print or download this PDF. You may do so for your own purposes, but this is NOT an official document. You will see that the word PREVIEW appears across all pages in the PDF. This shows that the Common Application has not yet been submitted. You will have an opportunity to save a PDF of the application after submission.

Please review the preview PDF carefully. If you would like to make any edits use the Back button at the bottom of the page to return to the Common Application. If you are satisfied with your answers, use the Continue button to move on to the next stage.
You are now in the final stages of submission. Remember, once you submit the Common Application, you will not be able to make any changes. Select the Continue button.

As previously noted, students applying for the joint degree will not pay the application fee. You should have noted in the School Specific Fee Waiver question that it will be waived. You will not need to make a payment to complete the Common Application. Select the Continue button.

Select all the checkboxes, and type your name into the Signature line. Once you click the Submit button, your Common Application will be complete.
Submission Confirmation

Congratulations! You have submitted the Common Application. Click the OK button.

If you return to the Dashboard, you will see that the application status is Submitted and has a timestamp of the date. Please note that the date listed is in Eastern Time (ET). You can click on the PDF icon to keep a copy of your completed application.

You will see that there is a Writing Supplement. This is an optional essay for the American University application that is not required. You do not need to provide this Writing Supplement.
Above is an example of the confirmation email.

We hope this guide was helpful to you as you completed your Common Application for the American University – Ritsumeikan University joint degree program for the BA in Global International Relations. If you need additional assistance in completing the Common Application, please contact the SIS Office of International Programs at sisabroad@american.edu. Be sure that your application to Ritsumeikan University is also complete in order to be considered for the joint degree program.

_______________________________
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Discover More. Enrich your Experience.