

## Documents to be submitted during “Document Submission 1”

You must post the original of following documents which were uploaded to Ritsu-Mate during application period along with the Document Checklist at the end of this document.

- 1. The Original or the Certified True Copy(ies) of Academic Transcripts and/or Exam Scores**
- 2. Official English Language Test score report**

"The Original" means paper-based document issued and hand-stamped/hand-signed by an institute and/or a individual with authority to issue and verify such document. If you have only uploaded your transcript and score report to Ritsu-Mate, it means you have not submitted the original. If you are not sure if you have already submitted the original or not, email: [ru-iadm@st.ritsumei.ac.jp](mailto:ru-iadm@st.ritsumei.ac.jp).

Postal address for submission is as follows. Use Registered Mail (簡易書留) to send the documents.

<p><u>English:</u> International Admissions Office, Ritsumeikan University 56-1 Toji-in Kitamachi, Kita-ku Kyoto 603-8577 Japan Tel: +81-75-466-3775</p>	<p><u>Japanese:</u> 〒603-8577 京都市北区等持院北町 56-1 立命館大学 国際入学課 Tel: 075-466-3775</p>
--	---

### <NOTES>

- If any false information or forgeries are found in the submitted documents, acceptance into the University will be revoked.
- Print out of score you downloaded online is NOT acceptable. For what is acceptable, take a look at section of each of the documents.
- If you have submitted multiple scores from multiple tests and/or test dates, you must submit all scores.

### **1. The Original or the Certified True Copy(ies) of Academic Transcripts and/or Exam Scores**

- As a rule, submitted documents will not be returned. If the Academic Transcript you have cannot be reissued, consult with us.
- The certified true copy is acceptable. The certified true copy must be certified by an institute and/or an individual with authority to verify that the copy's content is true and same to its original.
- The certificate must be written in either English or Japanese. For certificate that are not written in English or Japanese, an official translation must be submitted along with the Original. Translations certified by an embassy/consulate or an appropriate private office will be accepted.

**<What to submit>**

Submit the original of the documents which you have uploaded to Ritsu-Mate during application period.

- For students submitted IB result: The University accepts IB result sent directly from the IBO. If you make order, submit either a copy of confirmation email or order receipt instead.
- Ritsumeikan University's code for SAT and ACT are as follows.
  - SAT: **5766**
  - ACT: **1366**

**2. Official English Language Test score report**

- Submit the English Score you submitted at application. If you have submitted more than one score, submit them all.
- If you were granted with score waiver, you do not need to make this submission.
- Certified true copy is NOT acceptable.
- If you have your score sent directly from the institute organizing the test to Ritsumeikan University, email order receipt or confirmation email as a proof to [ru-iadm@st.ritsumei.ac.jp](mailto:ru-iadm@st.ritsumei.ac.jp).

**< How to submit score >**

- 1) **TOEFL iBT®**: Test Taker Score Report (Examinee Score Report) is NOT acceptable. Request ETS to send an Institutional Score Report (Official Score Report) to the University. Our TOEFL iBT® Institution Code is **0659**.
- 2) **IELTS**: If you have your Test Report Form at your hand, submit it. If you do not have one or want to keep it yourself, order the institute which organize IELTS in your area and have a score sent directly to the University.
- 3) **IELTS Indicator**: Email IELTS Indicator Score ID to [ru-iadm@st.ritsumei.ac.jp](mailto:ru-iadm@st.ritsumei.ac.jp).
- 4) **TOEIC**: If you have paper-based Official Score Certificate at your hand, submit it. If you do not have one or want to keep it yourself, order a paper-based score from local institute which organize TOEIC and submit it.
- 5) **PTE**: Request Pearson to send the score to the University
- 6) **SAT Reading Test sub score**: Request College Board to send the official score report to the University
- 7) **ACT English Score**: Request ACT to send the official score report to the University.
- 8) **CAMBRIDGE CAE Advanced**: Request Cambridge English to send certifying statement to the University
- 9) **Duolingo**: Send test result online via Duolingo English Test website. Choose "Ritsumeikan University" from the list when choosing the organization.

**Optional Submission: Request Form for Confirmation of Scheduled Enrollment**

Submit this form via Ritsu-Mate if you need a proof of your enrollment to the University for reasons such as applying for scholarship. Download form from [http://en.ritsumei.ac.jp/e-ug/apply/after\\_docs.html](http://en.ritsumei.ac.jp/e-ug/apply/after_docs.html).

If you have any specific request date of issue and delivery, make sure to write request date on Document Checklist.

Without specification, it will be issued and sent around mid-August for September enrollment. Please note that here is a possibility that this document cannot be issued on the date you requested.

Confirmation of Scheduled Enrollment can be issued only once.

## Document Checklist (Japanese Student)

Name: \_\_\_\_\_

Application Number: \_\_\_\_\_

Course: GS / CRPS / GLA

Forms/Documents		
<b>1</b>	<input type="checkbox"/>	The Original or the Certified True Copy(ies) of Academic Transcripts and/or Exam Scores
		<input type="checkbox"/> (If necessary) Translation to English or Japanese, <u>certified by an embassy/consulate or an appropriate private office.</u>
		<input type="checkbox"/> I have ordered my score to be sent directly to the University and emailed the proof of order to <a href="mailto:ru-iadm@st.ritsumei.ac.jp">ru-iadm@st.ritsumei.ac.jp</a> .
<b>2</b>	<input type="checkbox"/>	Official English Language Test score report
		<input type="checkbox"/> I have registered or ordered the score to be sent directly to the University and emailed the proof of order to <a href="mailto:ru-iadm@st.ritsumei.ac.jp">ru-iadm@st.ritsumei.ac.jp</a> .
		<input type="checkbox"/> I emailed IELTS Indicator Score ID to <a href="mailto:ru-iadm@st.ritsumei.ac.jp">ru-iadm@st.ritsumei.ac.jp</a> .

**I have already submitted the following document(s) to the University at the time of application.**

- The Original or the Certified True Copy(ies) of Academic Transcripts**
- The Original of Document Proving English Proficiency**
- Proof that you are applicable for score waiver criteria of English Proficiency requirement.**