

# Table of Contents

## Campus Maps

### 1. Introduction

(1) About This Handbook	1
-------------------------	---

### 2. Student Life

(1) About the International Center	2
(2) On-campus Consultation	5
(3) International Exchange Events	6

### 3. Scholarships

(1) Outline	8
(2) Tuition Reduction Types	9
(3) Scholarship Types	11
(4) Application Procedures	12
(5) Application Process Flowchart (Planned)	13
(6) Certificates of Scholarship Receipt	14
(7) List of Scholarships	15

### 4. Residence Procedures for Foreign Residents

(1) Status of Residence at Ritsumeikan University	20
(2) Extension of Period of Stay	22
(3) Change in Status of Residence	23
(4) Special Re-entry Permission and Re-entry Permission	24
(5) Work Permit	25
(6) Government Reporting Obligations	26
(7) Location of Immigration Bureau Offices	28
(8) Finding Employment	29

### 5. Information for Daily Life

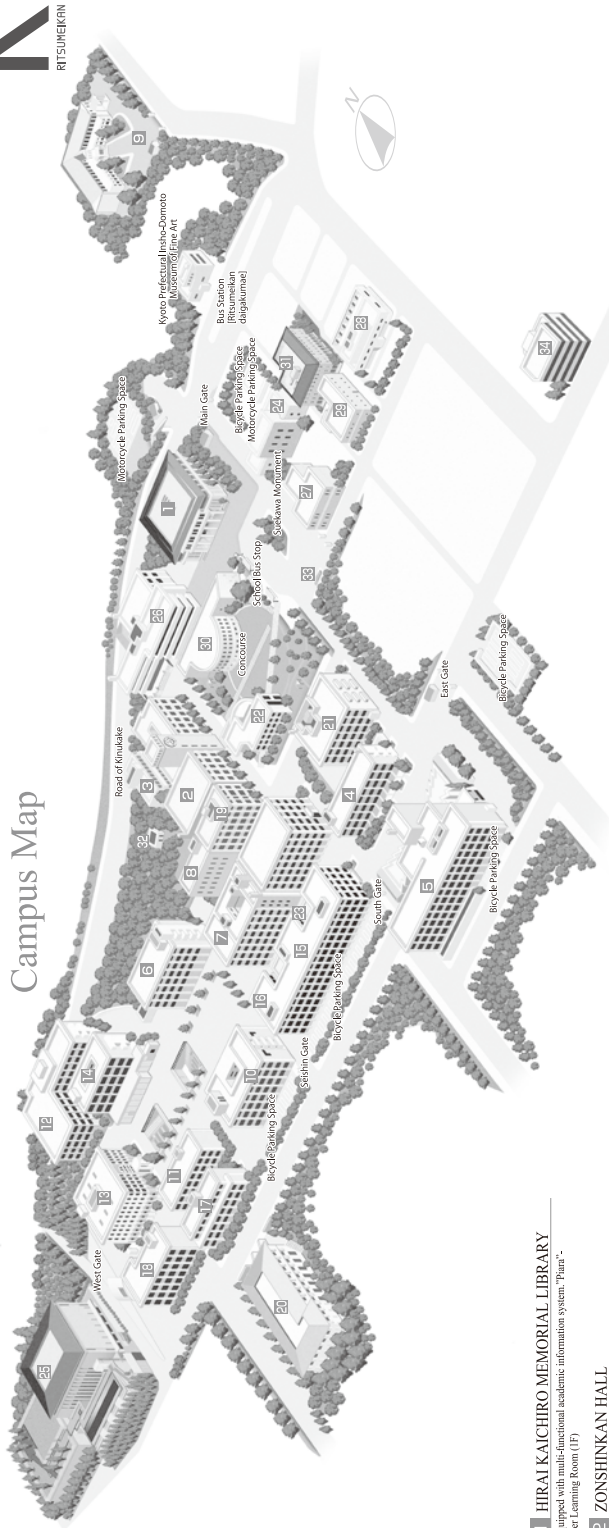
(1) Housing	31
(2) National Health Insurance and National Pension	34
(3) The Social Security and Tax Number System (My Number System)	36
(4) Opening a Bank Account	37
(5) Student Loans	37
(6) In the Event of an Emergency	38
(7) Commuting to School	43
(8) Rules on Smoking, Drugs and Alcohol	45
(9) Types of Insurance	46
(10) Concerns and Counseling	47
(11) Discipline	49
(12) Helpful Websites	55
(13) Campus Area Maps	56

## Campus Map

### Ritsumeikan University Kinugasa Campus

#### Campus Map

R  
RITSUMEIKAN



**1 HIRAI KAICHIRO MEMORIAL LIBRARY**  
Equipped with multi-directional academic information system. "Pura" - Peer Learning Room (1F)

**2 ZONSHINKAN HALL**

Classroom building. Administrative Office of the College of Law (1F), multi-media room. Co-op cafeteria and Books section in the basement, etc.

**3 KOGAKUKAN HALL**

Seminar room, study room, etc.

**4 SHIGAKUKAN HALL**

Classroom building. The Health Center (1F), Ritsumeikan Counseling Center.

**5 IGAKUKAN HALL**

Research building. Classroom for the College of Social Science. The Administrative Office of the College of Social Sciences (1F). Co-op cafeteria, Multipurpose Hall in the basement, etc.

**6 KENSHINKAN HALL**

Classroom building. The Office of Career Services (Kinugasa), Extension Center (1F), The Office of Student Affairs (Kinugasa) (2F), Office for Athletes and Sports Services, Student Support Room.

**7 GAKUJIKAN HALL**

Graduate School Facilities, Office of General Education, Service Learning Center, Support Office for Students with Disabilities, etc.

**8 YUSHINKAN HALL**

Classroom building. RAINBOW Service Center (1F), etc.

**9 SAONJI MEMORIAL HALL**

Office for the Preparation of the Ritsumeikan Archive Center, Kinugasa Seminar House.

**10 SEISHINKAN HALL**

Classroom and joint laboratory for the College of Letters. The Administrative Office of the College of Letters (1F)

**11 KEIMEKAN HALL**

Joint laboratory primarily used by the students of the College of Letters. Experimental Study Room.

**12 YOYOKAN HALL**

Classroom, etc.

**13 KOSHINKAN HALL**

Classroom and Laboratory for the College of International Relations. The Administrative Office of the College of International Relations (1F).

**14 RYOYUKAN HALL**

Classroom building. Co-op cafeteria on the first floor and in the basement, and a convenience store, etc.

**15 SHUGAKUKAN HALL**

Faculty laboratory building. Research Office at Kinugasa Campus.

**16 LANGUAGE CENTER**

Language Education Center. Center for Language Acquisition (CLA), Office of Language Education Planning and Development, etc.

**17 JINSHINKAN HALL**

Research Laboratory Building (for faculty). Information Processing Seminar Room and Information Language Seminar Room in the basement, etc.

**18 MEIGAKUKAN HALL**

Classroom building. Kinugasa International Center, etc.

**19 SHOGAKUKAN HALL**

Research Laboratory Building (for faculty).

**20 KEIGAKUKAN HALL**

Classroom building.

**21 SHITOKUKAN HALL**

Campus Information Center. Office of Administration at Kinugasa Campus, Center for Teacher-Training Support (1F), Division of Admissions (2F), Executive Room (3F), Office of Academic Coordination (4F), etc.

**22 JUKOKAN HALL**

Classroom for College of Image Arts and Sciences. Administrative Office of the College of Image Arts and Sciences (1F).

**23 IKUYUKAN HALL**

Primary School Instructor Course Training Room, etc.

**24 SUEKAWA MEMORIAL LECTURE HALL**

Suekawa President Emeritus Memorial Room, Hall, Masamune Memorial Hall Courtroom, Conference Room, Restaurant "Culm" in the basement, etc.

**25 KYOTO KINUGASA GYM**  
Stadium, Circle ellroom.

**26 STUDENT CENTER**

Student facilities, Circle box, practice hall, small hall, etc.

**27 ART RESEARCH CENTER**

**28 ACADAMEIA RITSUMEI 21**  
Kyoto Museum for World Peace, Ritsumeikan University, International Peace Media Library, Nakano Memorial Hall (1F), Confucius Institute at Ritsumeikan (2F).

**29 INSTITUTE OF DISASTER MITIGATION FOR URBAN CULTURAL HERITAGE**

Exhibition room, Laboratory.

**30 SOSHIKAN HALL**

Research Building, Conference Room, Administrative Office of the Inner Faculty Graduate School (1F).

**31 KYURONKAN HALL**

Graduate School Facilities.

**32 ATRIUM**

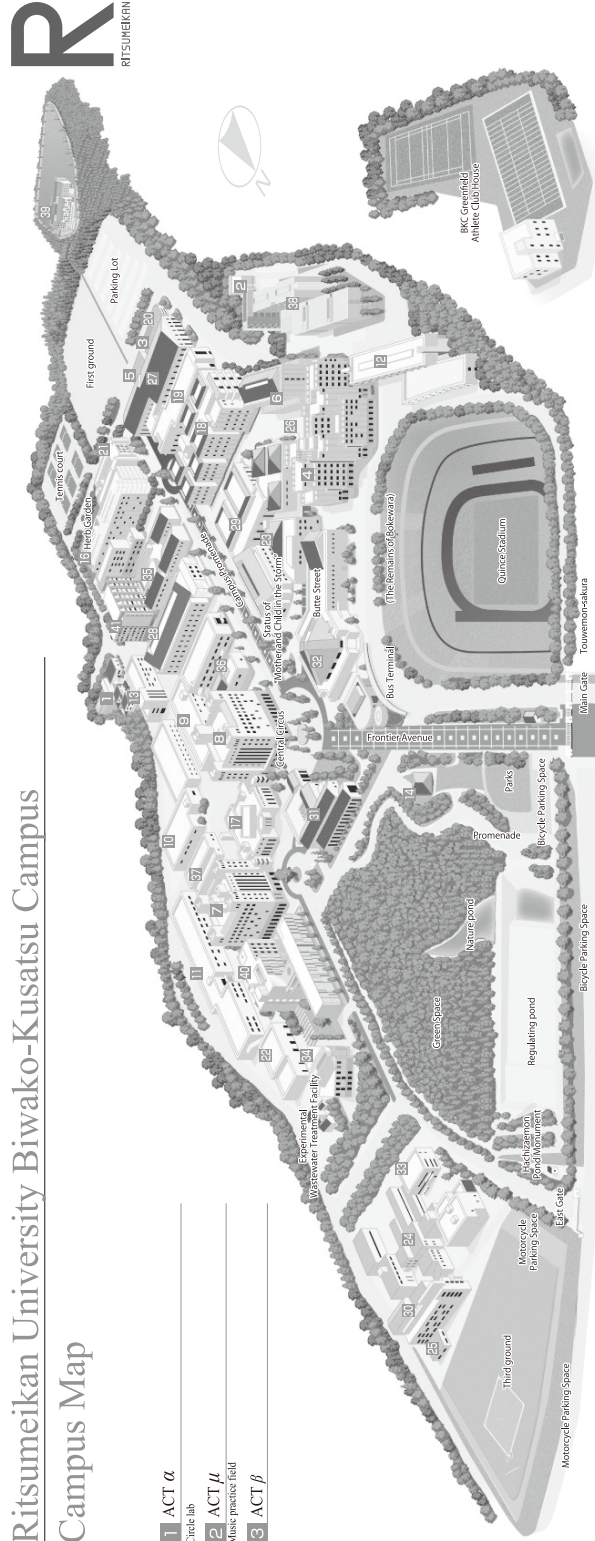
**33 PROVENANCE MONUMENT**

**34 CREOTECH CO.,LTD.**

## Campus Map

# Ritsumeikan University Biwako-Kusatsu Campus

## Campus Map



### 1 ACT $\alpha$

Circle lab

### 2 ACT $\mu$

Music practice field

### 3 ACT $\beta$

### 4 ACROSS WING

BKC International Center, International Exchange Lounge, Information Language Lab, Media Lab, Media Library, Peer Learning Room, Joint Research Laboratory (Graduate School), Research Laboratory (for faculty), Research Office at Biwako-Kusatsu Campus, Office of Safety Management, Office of Language Education Planning and Development, Office of Information Infrastructure, Multimedia Room.

### 5 ATHLETE GYM

Office for Athletes and Sports Services, Training Room, Meeting Room.

### 6 AD-SEMINARIO

Administrative Office, College of Economics, Administrative Office, Office of Graduate Studies at Biwako-Kusatsu Campus, Classroom.

### 7 EAST WING

Research and Laboratory of College of Science and Engineering, College of Life Sciences, and College of Pharmaceutical Sciences Laboratory for Faculty and Graduate Students.

### 8 WEST WING

College of Science and Engineering Research Laboratory, Research Laboratory for Faculty and Graduate Students, Ritsumeikan Medical Service Center.

### 9 EXL1

Laboratory for the College of Science and Engineering, College of Information Science and Engineering, and College of Pharmaceutical Sciences.

### 10 EXL2

Research Laboratory for the College of Science and Engineering, the College of Life Sciences, and the College of Pharmaceutical Sciences.

### 11 EXL3

Research Laboratory for the College of Science and Engineering.

### 12 EPOCH RITSUMEI 21

Multifunctional Seminar House

### 13 FRONTIER RESEARCH CENTER

Research Laboratory for the College of Science and Engineering, the College of Life Sciences, Laboratory for the College of Information Science and Engineering.

### 14 CAFETERIA "C-CUBE"

Campus Information Center

### 15 CANOPY

Laboratory and Research Laboratory for Faculty of the College of Information Science and Engineering, Life Sciences, and the College of Pharmacy.

### 16 CREATION CORE

Campus Information Center, Administrative Office of the College of Science and Engineering, Office of Administration at Biwako-Kusatsu Campus.

### 17 CORE STATION

Information Processing Seminar Room, Information Language Seminar Room, Classroom.

### 18 CO-LEARNING HOUSE 1

Seminar Room, Classroom, Institute Research Laboratory.

### 19 CO-LEARNING HOUSE 2

Classroom, Study Room.

### 20 CO-LEARNING HOUSE 3

Classroom, Study Room.

### 21 SCIENCE CORE

Research Laboratory, Joint Research Laboratory and Faculty Research Laboratory for the College of Life Sciences and the College of Pharmaceutical Sciences, Administrative Office of the College of Pharmaceutical Sciences.

### 22 CEL

Research and Laboratory of Faculty of Science and Engineering.

### 23 CENTRAL ARC

Office of Student Affairs, Office of Student Affairs (BKC), Office of Athletics and Sports Services (Faculty Landing access), Student-related facilities.

### 24 TECHNO-COMPLEX

Research Office at Biwako-Kusatsu Campus, Synchrotron Radiation Center, Industry-Academia Cooperation Laboratory, High-Tech Research Center, Micro Systems Center, Robotics FA Center.

### 25 OFFICE OF FUEL CELL RESEARCH

First and second area, training, meeting rooms.

### 26 BE-ING SQUARE

First and second area, training, meeting rooms.

### 27 BKC GYMNASIUM

The classroom on the first floor - 3rd floor.

### 28 FOREST HOUSE

Learning Station (Office of Academic Affairs at Biwako-Kusatsu Campus), Prism Hall, Information Language Seminar Room.

### 29 PRISM HOUSE

Information Processing Seminar Room, Classroom, Office of Career Services, Extension Center, Internship Office.

### 30 RESEARCH CENTER FOR DISASTER MITIGATION SYSTEM

Research and Laboratory for the College of Science and Engineering and the College of Information Science and Engineering.

### 31 MEDIA CENTER

Materials for Open Access, Newspapers and Magazines Reading Room, Peer Learning Room, Multimedia Room, Group Study Rooms, Seminar Room.

### 32 UNION SQUARE

Student-related facilities, BKC Center for Teacher-Training Support, CO-OP Cafeteria, Shops, Hall.

### 33 RITSUMEIKAN BKC INCUBATOR

Independent administrative institutions and university federated entrepreneurship facilities by small and medium-sized enterprises infrastructure mechanism (development, experiments, and research facilities), Research Office at Biwako-Kusatsu Campus.

### 34 RITSUMEIKAN UNIVERSITY ROHM PLAZA

Large Conference Rooms, Faculty Research Laboratory, Research Office at Biwako-Kusatsu Campus.

### 35 LINK SQUARE

Administrative Office of the College of Life Sciences, CO-OP Cafeteria and Book Section.

### 36 REXL

RT Laboratory.

### 37 WORKSHOP LAB

Mechining Lab.

### 38 INTEGRATION CORE/RARCADIA

Classrooms of the College of Sports and Health Sciences, Administrative Office of the College of Sport and Health Science (CP).

### 39 BKC INTERNATIONAL HOUSE

International Education Dormitory.

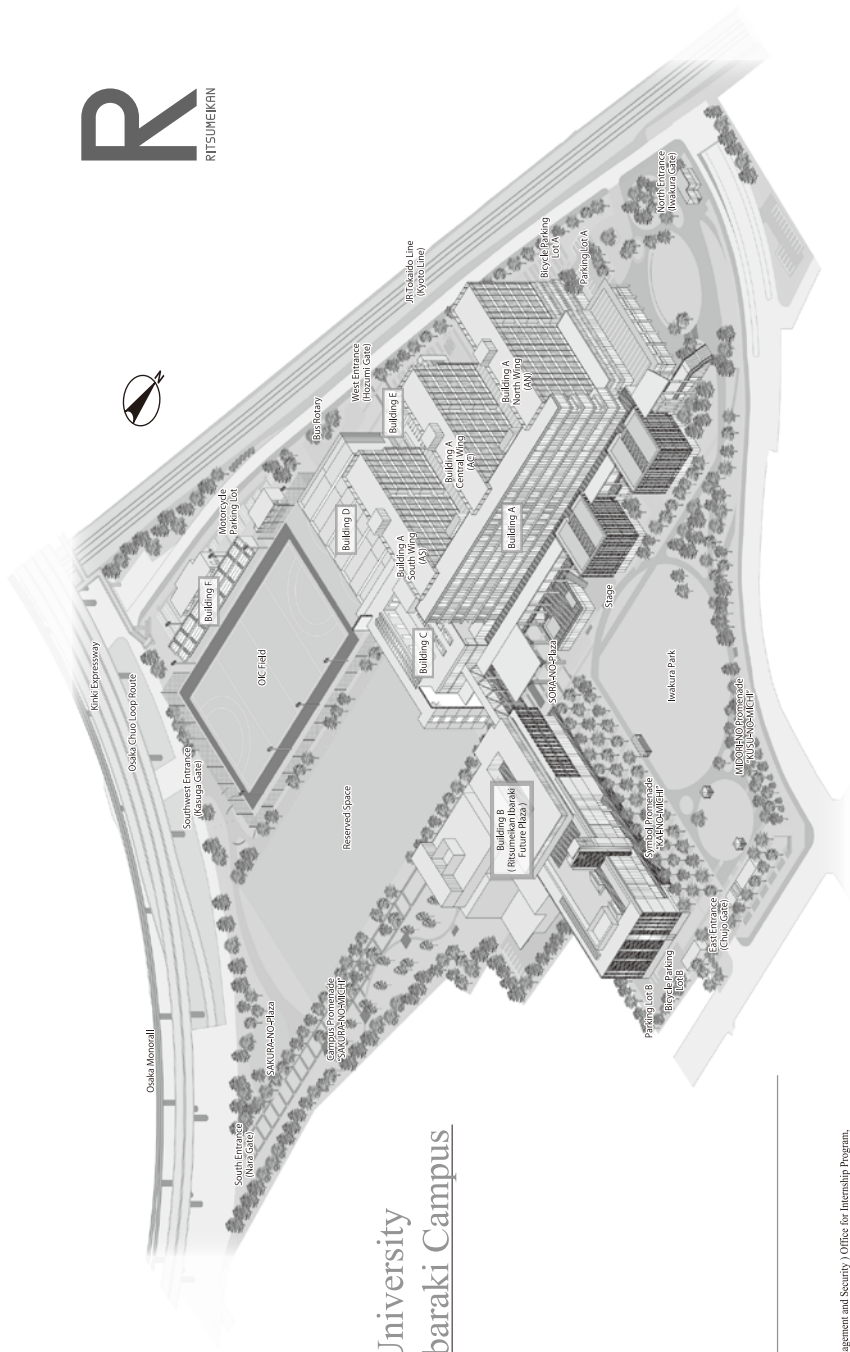
### 40 TRICEA

Research and Laboratory for the College of Science and Engineering, Faculty and Graduate Students Research Laboratory.

### 41 BIO LINK

Life Sciences, Research Laboratory of the Faculty of Pharmaceutical Sciences, Faculty and Graduate Students Laboratory.

# Campus Map



**R**  
RITSUMEIKAN

## Ritsumeikan University Osaka Ibaraki Campus Campus Map

Building A



**North Wing (AN) 1F**

Campus Information Center, (Office of Campus Management and Security) (Office for Internship Program, Service Learning Center, Disability Resource Center, Language Education Center, Center for Language Acquisition (CLA), OIC International Center, Center for Teacher-Training Support

**Central Wing (AC) 1F**

MANABI Station, Administrative Offices of College of Business Administration, College of Policy Science, College of Comprehensive Psychology, Graduate School of Technology Management, Graduate School of Management

**South Wing (AS) 1F**

Career Center, Extension Center, Office of Student Affairs, Student Support Room, Office of Athletics & Sports Services, Graduate School of Management

**Classroom, Graduate Study Room, Faculty Office**  
**Camping Kitchen**  
**Seven-Eleven**

Building B (Ritsumeikan Ibaraki Future Plaza)



Office of Regional Collaboration, Research Office,

The Ibaraki Chamber of Commerce and Industry

OIC Library, Grand Hall, Conference Hall,

Event Hall, Music Practice Room, MACHI Library

GARDEN TERRACE LION, STARBUCKS COFFEE

Building C



RAINBOW Service Counter Classroom, OIC Seminar House

OIC Cafeteria OIC Shop

OIC Meal Shop

Building D



OIC Arena, Student Club Room, Training Room

Student Hall

Building E

Energy Center

Building F



Stands

# 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”), 1<sup>st</sup> 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><b>*When classes are not in session, the office is open in the afternoons only (1:00 p.m. - 5:00 p.m.)</b></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”), 1<sup>st</sup> 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><b>*When classes are not in session, the office is open in the afternoons only (1:00 p.m. - 5:00 p.m.)</b></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, 1<sup>st</sup> 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. - 17:00 p.m. (closed from 11:30 a.m. - 12:30 p.m. for lunch and Wednesday mornings)</p> <p><b>*When classes are not in session, the office is open in the afternoons only (1:00 p.m. - 5:00 p.m.)</b></p>

## 2) Inquiries dealt with at the International Center

Student Life:	Extension of stay	p. 22
	Change in residence status	p. 23
	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. 25
	National Health Insurance application procedures National Pension Scheme exemption procedures	p. 35
Scholarships:	Scholarship applications for international students Issues pertaining to financial aid	p. 8
Course Information:	Japanese classes for undergraduate international students (Please see the student handbook for your individual college for details)	
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 the Campus Web and report the change to the administrative office of your College/ Graduate School or to Manabi Station (BKC/ OIC). 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, as well as 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 the 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 (BKC/ OIC), as well as the 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	(Kinugasa) Administrative office of your College/ Graduate School (BKC/OIC) 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	(Kinugasa) Administrative office of your College/ Graduate School (BKC/OIC) 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 (Kinugasa) administrative office of your College/ Graduate School (BKC/OIC) 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	Make sure to report to the International Center as well
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 Administrative Office of Professional Schools. Although there may be cases where correspondence with the International Center at Kinugasa is required, please consult with the Administrative Office of Professional Schools first.

### (3) International Exchange Events

#### 1) International Student Exchange Events Sponsored by the International Center, Proposed 2016 Schedule.

Time of Year	Content
March	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 site visit)
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”) 1<sup>st</sup> floor  
BKC: Across Wing (“アクロスウイング”) 1<sup>st</sup> floor  
OIC: Building A (“A 棟”) 1<sup>st</sup> floor

Kinugasa and BKC Campuses have “International Exchange Lounges,” while OIC campus has the “iCommons,” each of which can be used freely by international and Japanese students and can be reserved for international exchange. BKC’s “Japanese Language Communication Room” is permanently stocked with materials related to Japanese studies, including books and videos, for use inside the facility (they may not be borrowed). The lounge offers 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 currently attending Ritsumeikan University, 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 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 be able to guarantee that all international students will be able to receive a scholarship. Additionally, various scholarships have additional eligibility criteria, conditions and application procedures, so financial need alone is not a 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 International Students	Students who enrolled in 2012 or earlier
	(2) Special Encouragement Scholarship Tuition Reduction Scheme for Self-Financed International Students	Students who enrolled in 2013 or later
2) University-Recommended Scholarships	(3) Scholarships provided by Ritsumeikan University	All Students (Students within their standard program duration)
	(4) 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 Professional School Office for details about scholarships that are not available at the International Office.

\*For details, refer to the scholarship list. (See pages 15-19).

## (2) Tuition Reduction Types

### 1. Special Encouragement Scholarship Tuition Reduction Scheme for Self-Financed International Students (Students who enrolled in 2013 or later)

- 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.)
  - You must have the status of residence of "Student."
  - You must be a privately-financed international student.
- Effective Period of Reduction: 1 year\* (Graduate Students Category I receive reduction for the duration of their standard program completion period)
- Amount of Reduction: 20%, 50%, or 100% of tuition. Please see the chart below for details.
- Application Period:
- Spring Semester: April
- Fall Semester: October (\*Only students who enroll, re-enroll, or return from a study abroad in the fall are eligible. Students who were enrolled during the previous spring may not apply in the fall.)

Scholarship Category	Amount of Reduction	Reduction Period	Eligible College/ Graduate School	Eligible Years
Undergraduate I	100% of Tuition	1 year	All Colleges	All (Students within their standard program duration) *1st year student recipients will be determined during admissions.
Undergraduate II	50% of Tuition	1 year		
Undergraduate III	20% of Tuition	1 year		
Graduate I	100% of Tuition	Standard Program Duration	All Graduate Schools	Determined during admissions
Graduate II	20% of Tuition	1 year		All (Students within their standard program duration)

\*The period of reduction is 1 year for new enrollees who apply in the fall and 1 semester for students who apply upon re-enrollment or return from a study abroad period in the fall.

## 2. Tuition Reduction Scheme for International Students (Students who enrolled in 2012 or earlier)

- 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.)
  - You must have the status of residence of "Student."
  - You must be a privately-financed international student.

\*Students listed below may not be eligible. Consult with the International Center before you apply.

- Those who are considered to have no intention of continuing their studies based on attendance record and course participation.
- Those with poor academic performance who are considered to be unable to graduate from the university.
- Those who have repeated an academic year. (However, students who repeated a year due to unavoidable reasons such as illness may be eligible based on screening.)

Effective Period of Reduction:	1 year (1 semester for students who apply in the fall, due to fall enrollment/ re-enrollment)
Amount of Reduction:	A portion of tuition. Please see the chart below for details.
Application Period:	Spring Semester: April
	Fall Semester: October (*Only students who enroll, re-enroll, or return from a study abroad in the fall are eligible. Students who were enrolled during the previous spring may not apply in the fall.)

### <Amount of Tuition Reduction per semester by College/ Graduate School> (based on 2016 tuition rates)

#### *Undergraduate Students*

College Name	1st Year Students	2nd – 4th Year Students (Amount of reduction varies based on grade)		
International Relations	142,800 yen	238,000 yen	190,400 yen	95,200 yen
Policy Science	131,700 yen	219,500 yen	175,600 yen	87,800 yen

#### *Graduate Students*

Graduate School Name	Master's Students	Doctoral Students
Economics	109,800 yen	75,000 yen
International Relations	131,700 yen	75,000 yen
Policy Science	131,700 yen	75,000 yen
Science and Engineering	164,700 yen	75,000 yen
Information Science and Engineering	164,700 yen	75,000 yen



Life Sciences	164,700 yen	75,000 yen
Technology Management	164,700 yen	75,000 yen

### **Important Notes for both Tuition Reduction Schemes**

\*Students who wish to receive Tuition Reduction under either of the schemes 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 15-19. 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 administrative office of Professional School'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 administrative office of Professional Schools.

## **(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 Administrative Office of Inter-Faculty Graduate Schools 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 make sure to apply.

\*Applications for 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                                                 |

\* 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 >

Those who enrolled in 2013 or later

“Special Encouragement Scholarship (Tuition Reduction Scheme) for Privately Financed International Students”

① 2013 - 2015 Enrollees

Spring Application

Amount of reduction will be processed as overpayment

Fall Application

Tuition reduction will be reflected on tuition bill

② 2016 Enrollees (undergraduate)

Spring/ Fall Application

Tuition reduction will be reflected on tuition bill

Those who enrolled in 2012 or earlier

“International Student Tuition Reduction”

Spring Application

Amount of reduction will be processed as overpayment

Fall Application

Tuition reduction will be reflected on tuition bill

#### Scholarships Provided by Ritsumeikan University

University selects awardees



Awardees announced on bulletin boards as occasion arises



Formal notice of award after completion of required paperwork and procedures

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

When university receives 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 2015)					Japanese Proficiency	Tuition Reduction Conditions		Application Period in 2015
	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								
	G	—	—	—	—	—	A portion of tuition (see p.9)	1 year 1 year (Minimum years required for graduation for Cat I)	Spring/ Fall
Tuition Reduction Scheme for International Students (Students who enrolled in 2012 or earlier)	U								
	G	—	—	—	—	—	A portion of tuition (see p.10-11)	1 year	Spring/ Fall

### 2) Scholarships Offered by Ritsumeikan University

Scholarship Name	Eligibility Criteria (Award in 2015) *Only special notes are mentioned					Japanese Proficiency	Scholarship Conditions		Application Period in 2015	Recommended Recipients in 2015	Awards in 2015
	Lvl	Major	Yr	Country	Age		Amount	Award Period			
RU-SES							Reduction equivalent to 50% of tuition (excluding admission fee and membership fees)			(M)2	2
	G							1 year	Spring	(D)2	2
Ando Momofuku Scholarship for International Students	U			Asian Countries	Under 30		1,000,000 yen/ year	1 year	Spring	1	1
	G									1	1
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	U		4				50% or 70% reduction of tuition (excluding admission fee and membership fees)	1 year	Spring	73	73
			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 2016 depends on the private or public institutions which administer them.

Scholarship Name	Eligibility Criteria (Award in 2015) *Only special notes are mentioned						Scholarship Conditions		Application Period in 2015	Recommended Recipients in 2015	Awards in 2015
	Lvl	Major	Yr	Country	Age	Japanese Proficiency	Amount	Award Period			
Mombukagakusho Scholarship for International Students ("Kokunai Saiyo") *Not available during AY2016	G			All except Taiwan	under 35		146,000 - 148,000 yen/ month	Minimum years required for graduation	Fall	Made available for AY2015 (Not available during AY2016)	

Monbukagakusho Honors Scholarship for Privately Financed International Students	U						48,000 yen/ month	1 year	Spring	126	126
	G									18	18
Monbukagakusho Honors Scholarship for Privately Financed International Students (Additional Category)*	U						48,000 yen/ month	6 months	Spring	54	54
	G									21	21
Asian Foundation for International Scholarship Interchange	U			Asian Countries	under 30	required	60,000 yen/ month	1 year	Spring	1	0
	G						under 35			(M) 60,000 yen/ month	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	April – May (open application)	1	0
The Iwatani Naoji Foundation Scholarship for International Students	G	Natural Sciences and related fields		East/ Southeast Asian Countries	(M)under 30 (D)under 35	required	150,000 yen/ month	1 year	Fall	1	0
Ichikawa International Scholarships Foundation (Spring Application)	U			Asian Countries	under 35	required	100,000 yen/ month	2 years	Fall	0	0
	G									1	1
Ichikawa International Scholarships Foundation (Fall Application)	U			Asian Countries	under 35	required	100,000 yen/year	1 year	Spring	1	0
	G									1	1
Otsuka Toshimi Scholarship Foundation	G	Business Administration		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	1	1
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	2	1
							(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	G		D1-4			required	100,000 yen/ year	1 year	Spring	1	1
Kamenori Foundation	G	Humanities and Social Sciences	M1 D1	China (incl. Hong Kong and Taiwan), Korea, and 10 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	March – April (open application)	1	1
Kyoritsu International Foundation Scholarship	U		1-3	Asian Countries		required	60,000 /yen,or 100,000 yen month	2 years	Fall	0	0
	G	D1, etc.	100,000 yen/ month				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 - July (open application)	4	0
International Japanese Cultural Research Foundation	G		D1-3			required	120,000 yen/ month	At most 3 years	Fall	1	0
Kobayashi International Scholarship Foundation	U		3-4	Asian Countries	35 or under	required	150,000 yen/ month	Minimum years required for graduation	Fall	1	0
	G		180,000 yen/ month				2			1	
Sagawa Scholarship Foundation	U		3	10 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	120,000 yen/ month	2 years	Spring	2	0
	G						180,000 yen/ month			1	0
Sato Yo International Scholarship Foundation (Spring Application)	U		U1 M1 D1	Asian countries (excluding China,		required	120,000 yen/ month	2 years	Nov – Dec (open application)	No applicants	



	G			Taiwan, Korea)			180,000 yen/ month	Minimum years required for graduation *D only: mid-study review required			
JEES Scholarship for the Promotion of Japanese Language Education *Japanese Language Proficiency Test	U	*2				required	50,000 yen/ month	At most 2 years	April - May (open application)	No applicants	
	G										
JEES Scholarship for the Promotion of Japanese Language Education (Japanese Language Proficiency Test)	U	*3				required	50,000 yen/ month	At most 2 years	April - May (open application)	1	1
	G										
JT Asia	G			Asian Countries	under 35	required	150,000 yen/ month	At most 2 years	Fall	1	0
LIAJ (Life Insurance Association of Japan) International Student Scholarship	U	*4	3	Asian Countries and surrounding areas		required	100,000 yen/ month	2 years	Fall	1	0
Korea Scholarship Foundation	U		2 and up	Korea	under 30	required	25,000 yen/ month	1 year	March – April (open application)	2	2
	G				under 40		(M) 40,000 yen/ month (D) 70,000 yen/ month			1	1
Zhang Fen Jun Scholarship Fund	U		2 and up	Female candidates from 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)	M1	Asian Countries		required	120,000 yen/ month	2 years	Spring	3	0
Toyota Communication Systems Scholarship	U	Information Processing	3	Myanmar, Thailand, Vietnam		required	100,000 yen/ month	2 years	Fall	No students eligible	
	G		M1								
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		2-3	Asian Countries		required	120,000 yen/ month	2 years	March – April (open application)	1	1
	G		M1 D1					(M)2 years (D)3 years		1	1
Nishimura International Scholarship Foundation (Fall Application)	G		M1 D1	Asian Countries		required	120,000 yen/ month	1 year	Spring (open application)	No request for recommendation during AY2015	
JCG-S Scholarship Foundation	U	Science and Engineering				required	250,000 yen/ year	1 year	Spring	2	2
	G									1	1
JSSF (Japan Securities Scholarship Foundation)	U	Social Sciences (Law, Economics, Management)	2	East Asian and Southeast Asian Countries/ Area	Under 22		35,000~ 45,000 yen/ month	Minimum years required for graduation	March – April (open application)	No applicants	
					(M) Under 25		40,000~ 50,000 yen/ month				
	G		M1 D1		(D) Under 28		45,000~ 55,000 yen/ month				
Hashimoto Jun Memorial Scholarship	U	Humanities		East Asian Countries		required	100,000yen/ month	Minimum years required for graduation	March – April (open application)	1	0
	G									2	1
Hattori Scholarship	U			Asian Countries	under 30	required	100,000 yen/ month	2 years	Fall	2	2
					(M) under 35						
	G				(D) under 40					0	0
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	April-May (open application)	2	0
	G									1	1
Heiwa Nakajima Foundation	U					required	100,000 yen/ month	1 year	Sep - Oct	1	0

Scholarship	G								(open application)	1	1
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	U	Law, Economics, Business Administration, Industrial Sociology, International Relations, or Policy Science	2	Asian Countries	31 or under	required	70,000 yen/ month	Minimum years required for graduation	Spring	1	1
Yasuda Scholarship Foundation	U	Law, Economics, Business Administration	3			required	100,000 yen/ month	2 years	Fall	5	0
Yasuda Scholarship Foundation (Sports Scholarship)	U	*5	1-3			required	100,000 yen/ month	Minimum years required for graduation	March – April (open application)	0	0
Rotary Yoneyama Memorial Scholarship	U		3-4		under 45	required	100,000 yen/ month	Minimum years required for graduation	Sep - Oct (open application)	2	1
	G		M1-2 D2-3				140,000 yen/ month			6	1
Tatsunoko Foundation	U		2-4		Under 35	required	100,000 yen/ month	2 years	Fall	No request for recommendation	
	G										
Teijin Scholarship Foundation										No request for recommendation	
Tobe Maki Scholarship Foundation	U	Chemistry, Food Science, Art, Physical Education, Business Administration					600,000 yen/ year	1 year	Spring	No request for recommendation	
	G										
Fuji Seal Packaging Education and Scholarship Foundation	U	Engineering	3	European Countries, America, Mexico, Thailand, Indonesia, Vietnam			100,000 yen/ month	At most 2 years	Spring	No request for recommendation	
Rakuchu Kirita Scholarship	G			Southeast Asia and surrounding areas				1 year	Fall	No request for recommendation	

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

\* Those studying and researching in the field of Sports, Sports Diffusion and Development, or fields related to improvement of athletic ability

\* Those majoring in a sport in which the applicant has broadly acknowledged ability, or in which the applicant intends to become a coach for the promotion of Youth sport

#### 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	Physical Education, Business Administration, Pharmaceuticals					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	under 35		144,000 - 145,000 yen/ month	Minimum years required for graduation	Sep - Oct
Yamaha Motor Foundation for Sports International Sports Scholarship	U	*1					100,000 yen/ month	At most 2 years	Sep - Nov
	G								
Nitori International Scholarship Foundation	U		3-4		26 or under	required	110,000 yen/ month	At most 2 years	Sep - Oct
	G		M1-2		28 or under				
YONEX Sports Foundation Scholarship	U	*2			under 30		50,000 yen/ month, maximum	1 year	Oct - Dec
	G								
Donghua Educational and Cultural Exchange Foundation Scholarship	U		3-4	China (incl. Taiwan, Macau, Hong Kong)		required	100,000 yen/ month	1 year	Nov
	G		All						
Niwa Uichiro Scholarship	U	Social Sciences	2,3	China	Under 26	required	70,000 yen/ month	1 year	Oct

\* Those studying and researching in the field of Sports, Sports Diffusion and Development, or fields related to improvement of athletic ability

\* Those majoring in a sport in which the applicant has broadly acknowledged ability, or in which the applicant intends to become a coach for the promotion of Youth sport

## 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) School Basic 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 1 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 are instructed to submit the copy 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 at the International Center when crowded.

### 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 the 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 the 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 form 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 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 holders
1. Address Notice	City Hall/ Ward Office or 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 the 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 the National Health Insurance and the National Pension at your new city hall or ward office. (Please refer to pages 34-36 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 hand changes to the reverse, additional endorsements, or reissue of your card), you must submit a copy of the front and back of the revised card to the International Center at your campus.

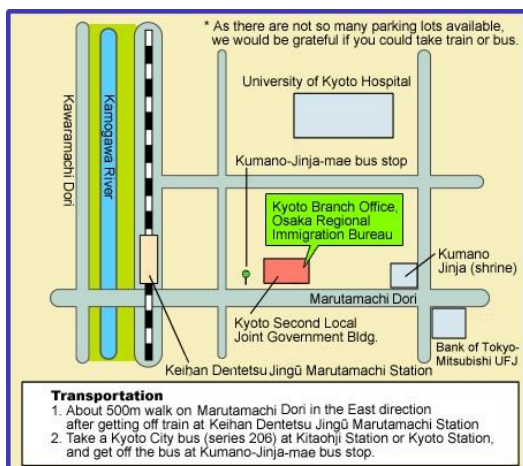
## 2) Important Notes

- 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, 4<sup>th</sup> Floor  
34-12 Marutamachi-Kawabata-Higashi-Marutamachi, Sakyo-ku, Kyoto City, Kyoto 606-8395

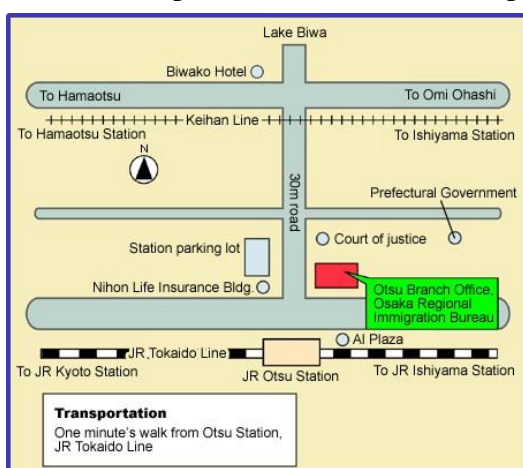
**Tel:** 075 (752) 5997

#### Transportation:

- (1) About 500m walk east on Marutamachi Dori after getting off the train at Keihan Jingu Marutamachi (“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

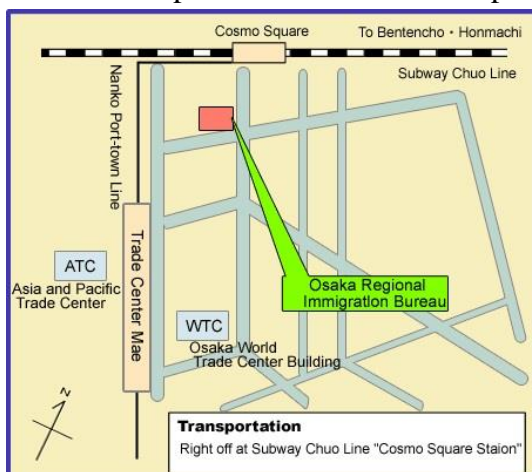
**Tel:** 077 (511) 4231

#### Transportation:

Five 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 conduct your job searching 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, 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.
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. Take advantage of opportunities as a student to interact with Japanese students in class and through clubs and circles, and gain work experience through part-time jobs to better understand the unique conditions in Japan so that you can carry this experience into your job hunting.

### **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 that all job seekers use a 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)

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

Career Center Homepage:

- (English) [http://www.ritsumei.ac.jp/eng/html/current/daily\\_life/career/index.html/](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 other 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 in the second year and beyond, students in Japanese-based programs, or those studying at Kinugasa Campus must find their own accommodations using one of the methods below. The Student Co-op, as well as some of the companies listed below, will be able to provide searching assistance in English.

#### 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 the 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 the 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, 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 the 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. The National Health Insurance is a health insurance program that covers part of the medical fees incurred by illness or injury to residents. 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 1 1986, June 8 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 in 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 the refund of the amount that exceeds the payment limit to 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 into the National Health Insurance Program

Ritsumeikan University and Kyoto City introduce the following subsidy programs to reduce the burden of the insurance premium 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 Fee 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. However, 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"><li>• Must have been enrolled in National Health Insurance for 6 or more months</li><li>• May not be receiving a scholarship from the Japanese government or equivalent</li></ul> <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 between 20 to 60 years of age, including international students, are required by law to enter the National Pension and pay the required insurance fees. However, payment of these insurance fees can be deferred by completing based on the application according to 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 which has taken effect from January 2016 which allows the efficient management of social security, tax, and disaster contingency planning information, with the purpose of determining 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 notified 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 to lose it. Beginning January 2016, you need your My Number when you go through the administrative procedures for a move-in or move-out at city hall, 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 an 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. For the reissue of the Notification Card (paper-type) or Individual Number Card, consult your city hall or ward office with the Notice of lost item notification or Certificate of theft notification 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-enrolling 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)
------------------------------------------------------

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 your 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. The students must repay the 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, and 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. 119 is staffed with 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 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 response. 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 or permanent damage may occur. 119 is staffed with 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. 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 students' 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.ritsumei.ac.jp/mng/gl/hoken/medical-e.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	—
General checkups (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, Ladies' Clinic, and General Checkups are by appointment only.

**Note:** The clinic schedules are subject to change based on the availability of doctors. The clinic hours may change during the periodic health checkup in April and during spring and summer breaks. Please check the Health Center website or the service desk for the most up-to-date schedule. Additionally, please note that the Spring / Summer breaks, student health checkup period in April, and school personnel health checkup period in October - November are special circumstances.

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 currently updated, please call the hospital or clinic before you go.

##### a) Kyoto Prefecture

Name	Address/Telephone	Specialty
KyotoCity 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).

To prevent your bicycle from being stolen, write your name and address clearly, and lock it with two locks if not in use.

Bicycle parking areas:

Kinugasa Campus	Main Gate, East Gate, south of Igakukan, south of Shugakukan, south of Seishinkan, south of Meigakukan
BKC	Next to the Main Gate (Lot 1), Between the Main and East Gates (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 of 500 yen, and the previous owner's registration certificate or a document to transfer the anti-theft registration to your name (e-mail is acceptable).

#### 2. Abandoned Bicycles

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

#### 3. Traffic Rules

- 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. Ride slowly on the roadside of the path at a reasonable speed.
- 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.
- Do not ride your bicycle while using a mobile phone.
- Do not ride your bicycle while listening to music through your headphones.
- Do not ride your bicycle while under the influence of alcohol.
- 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. 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 set your lock. 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.

\* 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 the traffic and safety rules whenever you ride your bicycle.

\* We have introduced a bicycle registration system at all campuses. You may not enter the campus with an unregistered bicycle. Registration is free. Please register your bicycle. Enrollment in liability insurance (with a minimum payment 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 8.2 (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 also 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 46 (Types of Insurance).

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

**Note 1:** Motorbikes with engines surpassing 125cc are not authorized to park on Osaka Ibaraki Campus.

**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. As of 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 in the 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 around them
- Smoking is strictly forbidden for people under the age of 20

#### **4) Drugs**

The use, possession, sale, and distribution of marijuana, narcotics, stimulants, and any 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.

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, when you take 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.ritsumei.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:

➤ (Japanese only) <http://www.ritsumeai.ac.jp/mng/gl/jinji/harass/index.html>

### **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**

Physically disabled or mentally disabled students, including the developmentally disabled, 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.

URL

## (11) Discipline

Students, while guaranteed a free learning and research environment, are expected to comply with the university rules and regulations to ensure the mutual protection of human rights between university members as they learn and research. As students are local citizens and members of society, they must abide by prescribed laws and ordinances to maintain social order.

At Ritsumeikan University, if you violate university rules or other regulations, or if you commit a crime, we will take disciplinary action in accordance with the rules and student disciplinary regulations as necessary from an educational standpoint.

Please refer to past disciplinary cases and student disciplinary regulations at the university on the following pages.

### Past Disciplinary Cases

	Case	Related Regulations at Ritsumeikan University	Acts Disciplined by the University
(1)	Violation of social order (criminal acts)		1) Involvement in fraudulent business practices 2) Home invasion, property destruction 3) Theft 4) Shoplifting 5) Theft of lost or abandoned property 6) Use of and other acts involving illegal drugs 7) Acts of violence, acts resulting in bodily injury, acts of intimidation 8) Murder, burglary, rape, and other violent criminal acts or attempts
(2)	Serious violation of traffic regulations		1) Driving without a license, driving while intoxicated 2) Injury/accident caused by reckless or dangerous driving 3) Wrongful use of public transportation systems (such as fraudulent use of commuter pass)
(3)	Harassment	・Regulations regarding harassment prevention	1) Stalking 2) Sexual harassment, domestic violence
(4)	Violation of information ethics	・Regulations regarding personal information protection ・Regulations regarding protection of Ritsumeikan Academy information ・Regulations regarding information system use ・Operation and management of campus independent domains ・Regulations regarding use of databases, etc. ・Regulations regarding operation of network-access server outside of Ritsumeikan Academy	1) Use of someone else's ID/password, unauthorized access, etc. 2) Creation, sale, etc., of pirated software 3) Plagiarism, etc., of reports and short essays, from the Internet and other media 4) Violation of human rights on the Internet, such as SNS (social network services)

(5)	Violation of academic ethics	<ul style="list-style-type: none"> <li>·Academic credential regulations</li> <li>·Research ethics guidelines</li> <li>·Research ethics guidelines for people at Ritsumeikan University</li> </ul>	1) Plagiarism of essays
(6)	Obstruction of justified activities such as student-learning and research, or education research activities of faculty and staff	<ul style="list-style-type: none"> <li>·The Ritsumeikan Charter</li> <li>·University regulations</li> <li>·Graduate School regulations</li> <li>·Enrollment regulations</li> <li>·Student ID regulations</li> <li>·University fee payment regulations</li> <li>·TA/RA regulations</li> <li>·Regulations regarding non-degree-seeking students</li> <li>·Library regulations</li> <li>·Regulations regarding student use of campus bulletin boards</li> <li>·Scholarship regulations</li> <li>·Regulations regarding use of Seminar House</li> <li>·Regulations regarding use of Field House</li> <li>·Regulations regarding operation and management of sports facilities</li> <li>·Regulations regarding use of broadcasting facilities and equipment</li> </ul>	1) Obstruction of operation and management of educational activities (such as classes) and research activities 2) Violent acts, intimidation, confinement, and other acts against university members (such as students, faculty, and staff) 3) Destruction, defacement, and illegal renovation of buildings and equipment managed by the university 4) Trespassing and occupation of buildings managed by the university 5) Acts of premeditated destruction of library materials
(7)	Wrongful acts during examination	Ritsumeikan University examination regulations	1) Use of substitute examination taker 2) Cheating 3) Exchanging or sharing of answer sheets 4) Taking an examination for an unregistered course and other acts that obstruct the examination process 5) Plagiarism of reports, shorts essays, etc., written by a friend or someone else
(8)	Other acts that violate one's duty as a student		1) Illegal parking of bicycles, motorbikes, etc. on and around campus 2) Pyramid scheme solicitation, etc. 3) Other acts of public nuisance

\*The cases of discipline listed here are only examples of what has been carried out in the past at Ritsumeikan University. The decision to carry out each instance of discipline is made after a factual survey and an interview.

## **Ritsumeikan University Student Disciplinary Regulations**

### **Article 1. Purpose**

The purpose of these regulations is to provide for disciplinary proceedings stipulated in Article 57 of the Ritsumeikan University Regulations (hereinafter referred to as “the university regulations”).

### **Article 2. Scope of individuals subject to disciplinary action**

(1) Individuals subject to disciplinary action hereunder refer to undergraduate and graduate students (hereinafter referred to as “student(s)”).

(2) Auditors, special auditors, short-term international students, non-degree students, special students, doctoral research students, post-master’s research students, and special research students shall be subject to respective regulations pertaining to them.

### **Article 3. Concept of disciplinary action**

(1) Disciplinary action shall be imposed on students who are engaged in acts subject to disciplinary action set forth in Article 5 hereof to make such students fulfill their obligations as students at Ritsumeikan University (hereinafter referred to as “the university”) in accordance with the School Education Act and the Ordinance for Enforcement of the School Education Act.

(2) Disciplinary action shall be taken based on sound educational principles, while making an overall review of the manner, results, etc. of acts subject to disciplinary action.

(3) Disadvantages imposed on students due to disciplinary action shall be restricted to the minimum necessary to achieve the objectives of disciplinary action.

### **Article 4. Period subject to disciplinary action**

Students may be subject to disciplinary action during the enrollment period after admission to the university.

### **Article 5. Acts subject to disciplinary action**

(1) Acts that fall under any of the following items shall be subject to disciplinary action.

(i) Acts that disturb social order (criminal acts)

(ii) Serious violation of traffic laws and regulations

(iii) Harassment

(iv) Acts against information ethics

(v) Acts against academic ethics

(vi) Acts that disturb reasonable activities including learning and research by students as well as education and research by faculty/staff members

(vii) Cheating or disruption of examinations, etc.

(viii) Other acts that are contrary to students’ obligations

(2) When there are other regulations that provide for items set forth in the preceding paragraph, such regulations shall take priority.

### **Article 6. Types of disciplinary action**

Disciplinary action set forth in Article 57 of the university regulations shall be as follows.

(i) Withdrawal is intended to deprive an individual of the status as a student.

(ii) Suspension is intended to suspend participation in curricular and extracurricular activities, etc. by a student for a certain period of time.

(iii) Admonition is intended to confirm the responsibilities of a student for his/her acts and admonish in writing the student against recurrence in the future.

### **Article 7. Period of suspension**

Suspension shall be either for an indefinite term or for a definite term (not less than one month but not more than six months).

#### Article 8. Reprimand

(1) If acts of a student are not serious enough to deserve disciplinary action, the undergraduate or graduate dean may reprimand the student when the Faculty Council or the Department Committee Meetings finds it appropriate.

(2) Reprimand is intended to make the student recognize the gravity of his/her acts and encourage him/her to repent such acts.

#### Article 9. Investigation into facts

(1) If acts subject to disciplinary action or suspicions of such acts arise, the undergraduate or graduate dean shall conduct an investigation (e.g., questioning the student concerned) without delay to confirm facts.

(2) In conducting an investigation set forth in the preceding paragraph, the undergraduate or graduate dean shall notify in advance the student in question of the summary of such investigation orally or in writing, and provide the student with an opportunity to explain relevant facts.

(3) The provisions of the preceding paragraph shall not be applicable when there are extraordinary circumstances (e.g., acts committed by the student evidently constituting a serious crime).

#### Article 10. Procedure to make a decision about disciplinary action

(1) When the undergraduate or graduate dean considers it appropriate to take disciplinary action based on the investigation into facts set forth in the preceding article, the undergraduate or graduate dean shall commence the procedure for disciplinary action.

(2) The undergraduate or graduate dean shall prepare a draft for disciplinary action, and file a petition to the President after consideration by the Student Affairs Conference and based on deliberations at the Faculty Council or the Department Committee Meetings.

(3) When the Dean of Student Affairs considers it necessary to deliberate the draft set forth in the preceding paragraph at the Guidance Council, the Dean of Student Affairs may request the President to hold deliberations at the Guidance Council based on deliberations at the Student Affairs Conference.

#### Article 11. When disciplinary action becomes effective

(1) Disciplinary action shall be taken by the President based on deliberations at the Faculty Council or the Graduate School Faculty Committee.

(2) Disciplinary action becomes effective from the date on which the letter detailing the disciplinary action is dispatched to the student in question.

#### Article 12. Notification to the student in question and notice to his/her guarantor

(1) The President shall notify the student in question of the details of disciplinary action in writing.

(2) The President shall give notice to the student's guarantor about the details of the disciplinary action in writing.

(3) Notification and notice shall be considered complete upon dispatch.

#### Article 13. Public notice

(1) When disciplinary action has been taken, the President shall post a public notice without delay.

(2) The student's information disclosed on the public notice shall comprise the name of the



college or graduate school, division (major), and program/year to which he/she belongs, as well as the type of and reasons for disciplinary action.

(3) A public notice shall be posted for a period of one month.

(4) When there are extraordinary circumstances, all or part of the information of the public notice may be removed from the public notice after consideration by the Student Affairs Conference on deliberations at the Faculty Council or the Departmental Committee Meetings.

#### Article 14. Lifting of indefinite suspension

(1) Indefinite suspension may not be lifted unless six months have elapsed from the date on which disciplinary action became effective.

(2) When the undergraduate or graduate dean considers it appropriate to lift indefinite suspension six months more after disciplinary action becomes effective, the undergraduate or graduate dean shall initiate the lifting of such indefinite suspension.

(3) The indefinite suspension shall be lifted by the President after consideration by the Student Affairs Conference and based on deliberations at the Faculty Council or the Departmental Committee Meetings.

(4) Notification to the student and notice to the guarantor about the lifting of the indefinite suspension shall be made in writing.

#### Article 15. Records regarding disciplinary action

The undergraduate or graduate dean shall record the facts of disciplinary action in the register of the university.

#### Article 16. Appeals

(1) A student on whom disciplinary action has been imposed may file an appeal regarding the disciplinary action within 30 days from the date on which such disciplinary action became effective. However, when there are justifiable grounds which prevent the student from filing an appeal within the period set forth in this paragraph, the student may file an appeal within 30 days from the date on which such grounds became extinct.

(2) A student who wants to file an appeal shall submit an appeal form to the President.

#### Article 17. Appeals Screening Committee

(1) The President shall set up an Appeals Screening Committee (hereinafter referred to as "the committee") based on the appeal set forth in the preceding article.

(2) The committee shall comprise five persons including (i) a Vice President and (ii) undergraduate deans or associate deans of undergraduate schools or graduate deans or associate deans of graduate schools to which the student who files an appeal does not belong.

(3) When the committee considers it necessary, the committee may request the attendance of experts including attorneys.

(4) The committee shall conduct screening based on the appeal form submitted from the student in question.

(5) A student who files an appeal may deliver a statement in writing and present relevant materials.

(6) When the committee considers the details of disciplinary action to be appropriate, the committee shall make a recommendation to the President to dismiss the appeal.

(7) When the committee considers the details of disciplinary action to be inappropriate, the committee shall make a recommendation to the President to rescind or change the disciplinary action.

(8) When the President receives either of the recommendations of the two preceding paragraphs, the President shall give notice regarding the decision to the student who made an appeal.

#### Article 18. Redeliberations

(1) When the President receives a recommendation set forth in Paragraph 7 of the preceding article, the President shall request the undergraduate or graduate dean in question to hold redeliberations.

(2) In the case of the preceding paragraph, the undergraduate or graduate dean shall hold redeliberations at the Faculty Council or the Departmental Committee Meetings.

#### Article 19. Handling of an application for withdrawal from a student who is subject to disciplinary action

When the undergraduate or graduate dean receives an application for withdrawal from a student who is subject to investigation (including questioning) set forth in Article 9 before a decision is made about disciplinary action, the undergraduate or graduate dean shall not accept such application until a decision is made about disciplinary action.

#### Article 20. Guidance during the suspension period

(1) Educational guidance shall be provided during the suspension period.

(2) The undergraduate or graduate dean may allow the student in question to use facilities and attend regular classes when such activities are considered necessary in terms of educational guidance.

#### Article 21. Auxiliary provision

In addition to what is provided for in these regulations, other matters that are necessary for enforcement of these regulations shall be separately determined.

#### Article 22. Revision or abolishment

A decision about revision or abolishment of these regulations shall be made at the University Senate based on deliberations at the Faculty Council and the Departmental Committee Meetings.

#### Supplementary provision

These regulations shall come into effect on April 1, 2010.

---

## (12) 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](http://www.ritsumeai.ac.jp/acd/in/cger/Shiga_HP/Shigaken.htm)

---

### Osaka Area

---

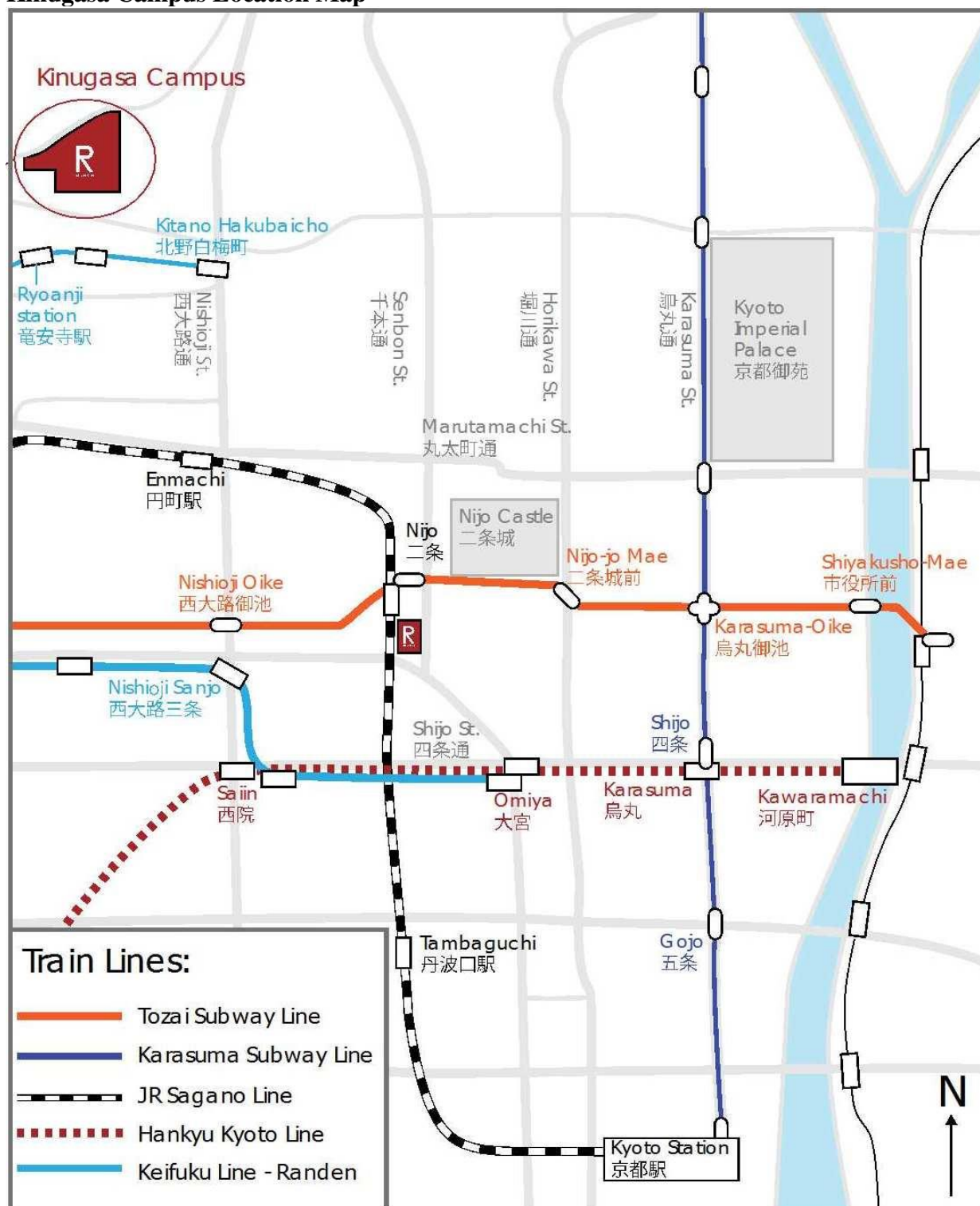
Osaka International House Foundation <http://www.ih-osaka.or.jp/english/>

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

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

## (13) Campus Area Maps

**Kinugasa Campus Location Map**



### BKC Location Map





## OIC Location Map

