

虎の巻

外国人留学生
ハンドブック
*International Student
Handbook*
2021

虎の巻

R RITSUMEIKAN
UNIVERSITY

Table of Contents

1. Introduction	
(1) About This Handbook	39
2. Student Life	
(1) About the International Center	39
(2) On-Campus Consultation	43
(3) International Exchange Events	45
3. Residence Procedures for Foreign Residents	
(1) Status of Residence at Ritsumeikan University	46
(2) Extension of Period of Stay	48
(3) Change in Status of Residence	49
(4) Special Re-entry Permission and Re-entry Permission	51
(5) Work Permit (Permission to Engage in an Activity Other Than That Permitted under the Status of Residence Previously Granted)	52
(6) Government Reporting Obligations	53
(7) Location of Regional Immigration Bureau Offices	56
4. Scholarships	
(1) Outline	57
(2) Application Process Flowchart	58
(3) Tuition Reduction	59
(4) Scholarships	60
(5) Application Procedures for Tuition Reduction and Scholarships	61
(6) Certificates of Scholarship Receipt	61
(7) List of Scholarships	61
5. Information for Daily Life	
(1) Housing	66
(2) National Health Insurance and National Pension	69
(3) Social Security and Tax Number System (My Number System)	72
(4) In the Event of an Emergency	73
(5) Finding Employment	77
(6) Important Procedures When Leaving Japan	79
(7) Helpful Websites	81

AY2021

Ritsumeikan University

International Student Handbook

【English Edition】

1. Introduction

(1) About This Handbook

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

You will be living and taking classes among fellow Ritsumeikan students, and 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 International Center or the Office of Student Affairs.

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) Website URL / Office Hours and Location

The International Centers are located on the Kinugasa Campus, Biwako-Kusatsu Campus (BKC), and Osaka Ibaraki Campus (OIC).

We have a website that enables students to get necessary information, send inquiries, and consult with us without a visit. You can find frequently asked questions from international students and an inquiry form on the website.

a. Website

For the FAQ and the inquiry form:

<https://global.support.ritsumei.ac.jp/hc/en-us>



b. Office Hours and Locations

Office Hours: Monday – Friday, excluding national holidays, 10:00- 17:00
(closed from 11:30- 12:30 for lunch)

***The office is closed on Thursday mornings.**

***When classes are not in session (during summer and winter breaks),
the office is open in the afternoons only (13:00- 17:00)**

Locations:	
International Center at Kinugasa Campus	Mailing Address: Ritsumeikan University, 56-1, Tojiin Kitamachi, Kita-ku, Kyoto 603-8577, Japan Location: Meigakukan (明学館) 1F, Kinugasa Campus, Ritsumeikan University Tel: +81 (0)75-465-8230 Fax: +81 (0)75-465-8160
International Center at BKC	Mailing Address: Ritsumeikan University, 1-1-1 Nojihigashi, Kusatsu, Shiga 525-8577, Japan Location: Central Arc(セントラルアーク) 2F, Biwako-Kusatsu Campus, Ritsumeikan University Tel: +81 (0)77-561-3946 Fax: +81 (0)77-561-3956
International Center at OIC	Mailing Address: Ritsumeikan University, 2-150 Iwakura-cho, Ibaraki, Osaka 567-8570, Japan Location: Building A, AN Office (A 棟 AN 事務室) 1F, Osaka Ibaraki Campus, Ritsumeikan University Tel: +81 (0)72-665-2070 Fax: +81 (0)72-665-2079

2) Inquiries dealt with at the International Center

Student Life	Extension of Period of Stay / Change in Status of Residence (for students who apply for reenrollment/readmission) p.48
	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.
	Applying for Subsidies for National Health Insurance p.69
Scholarships	Scholarship applications for international students p.57
International Exchange Events	Applications for events in the local community, information service p.45
Overseas Study	Applications for overseas study administered by the university, information about the programs

<Frequently Asked Questions from International Students>

If you have any questions, visit our website and check the FAQs from international students about status of residence and scholarships before consulting the International Center.



3) International Student Support Coordinator

International students can consult with an International Student Support Coordinator to discuss concerns that may occur in their everyday life. Please feel free to contact us when you have trouble getting used to living in Japan, have difficulty understanding classes, feel unwell, encounter any trouble, or do not know who to talk to about your concerns and distress. Our coordinators will listen to you and introduce appropriate on- or off-campus institutions as necessary.



<Consultation Reservation Form>


Scan the QR code to make an appointment for an individual consultation with the International Student Support Coordinator (on zoom, face-to-face, or via email).

<About the Chat Lounge for International Students>

The International Student Support Coordinators periodically host an online space for international students to chat. Please feel free to join if you want to ask questions but not to the extent of booking an individual consultation, talk to our coordinators, or have a conversation in Japanese. You can find the schedule and other details in the notification on manaba+R.

4) Important Requests from the International Center

Please inform the International Center on your campus as soon as possible in any of the following cases:

Change in Residence Status / Extension of Period of Stay	<u>Any change in Residence Status or Period of Stay</u> must be reported to the International Center on your campus.
Cell Phone Contract / Change of Telephone Number	<p><u>If you enter a cell phone contract after enrolling</u>: log in to manaba+R and access CAMPUS WEB to register the number.</p> <p><u>If there is a change in your home or cell phone number</u>: log in to manaba+R and access CAMPUS WEB to correct the registered phone number, then notify the administrative office of your college/graduate school and the International Center on your campus. We use this information to contact you regarding your visa, scholarship, and other important issues.</p>
Change of Address	<p><u>If your address changes</u>, be sure log in to manaba+R and access CAMPUS WEB to update your information, then report the change to Manabi Station. You may be sent important documents related to scholarships and tuition fees from time to time. If you do not change your current address or tuition fees billing address in accordance with the prescribed procedures, your tuition fees bill cannot be mailed correctly. You must also update your health insurance and residence card at your city hall or ward office within 14 days. After completing those procedures, please submit a photocopy of both sides of your residence card to the International Center on your campus.</p>
Temporarily Leaving Japan	<p><u>If you have plans to temporarily leave Japan</u>, please submit the Notification for Temporarily Leaving Japan online. This will allow us to ensure that all students are safe in the event of a natural disaster or terrorist attack.</p> 
Change to Enrollment Status (Leave of Absence, Reenrollment, Withdrawal)	<p><u>If you wish to change your enrollment status</u>, please contact the administrative office of your college/graduate school (Manabi Station for OIC) and the International Center as soon as possible.</p>

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:

manaba+R	As a general rule, we will use manaba+R to provide information and contact students. Please take it upon yourself to check manaba+R on a regular basis.
Student Mailing List	As a support tool to manaba+R, the International Center provides important information about scholarships, tuition reduction, and status of residence from university email addresses including [mlst-inter-en@ml.ritsumei.ac.jp], a mailing list for international students. E-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. *If you do not receive any e-mails from the international student mailing list, please inform the International Center on your campus as soon as possible.

(2) On-Campus Consultation

Consultation Topic	Consultation Desk	Comments
I want my student card reissued.	Manabi Station	You are required to pay 2,000 yen for the reissuance of your card
I need a label for the back of my student ID because it has expired.	Manabi Station	
I want to report a change to my address or phone number.	Manabi Station (manaba+R)	After logging in to manaba+R to access CAMPUS WEB and change the information, notify your city hall/ward office of the change and submit a photocopy of both sides of your residence card to the International Center.
I need various certificates (e.g. pertaining to my grade report or school registration).	Certificate Issuing Machine or Manabi Station	For certificates of scholarship receipt, please visit the International Center.
I need to discuss issues relating to my classes (class registration/advising).	(Kinugasa/BKC) Administrative office of your college/graduate school (OIC) Manabi Station	

When I want to take a leave of absence from / re-enter / leave school	(Kinugasa/BKC) Administrative office of your college/graduate school, (OIC) Manabi Station International Center	
Discussions related to Residence Status	International Center	
I want to apply for the National Health Insurance Subsidy.	International Center	
I caused / was involved in an accident or incident.	Office of Student Affairs, International Center	
I want permission to take part in activities not authorized under my current status of residence (Work Permit).	International Center	Apply at your local Regional Immigration Bureau personally.
Post-Graduation Career Counseling	Career Center	
I feel sick or have a health-related issue.	Medical Service Center	
I would like to speak with a counseling specialist.	Student Support Room (Office of Student Affairs)	
I lost something on campus.	Office of Campus Information	

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

(3) International Exchange Events

1) International Exchange Events for International Students

Information on various international exchange events is available through the International Center. We will notify international students on manaba+R of announcements on and calls for participation in such events hosted by the university, the local community, and student organizations.

2) Campus International Exchange Areas

In 2018, Ritsumeikan University established the Beyond Borders Plaza (BBP). BBP is a place for everyday international exchange and language study, where information sessions for international students and events related to study abroad and international exchange take place. BBP offers materials on Japan and Japanese culture, a television for foreign news broadcasts, and computers for student use. There is also a variety of printed and audiovisual material on overseas universities and international study programs for students interested in studying abroad. Many exchange events take place here, and we encourage you to attend.

3) International Student Tutors (TISA)

Composed primarily of undergraduate students, the Tutors for International Students Assembly (TISA) is a group that not only assists international students in their student lives and learning experiences, but also holds international exchange events. TISA provides assistance for everyday life and learning in Kyoto, Shiga, and Osaka, and is active on each campus as an easily accessible resource for international students. International students are also welcome to participate in TISA.

4) Extracurricular Activities

There are currently about 400 student organizations ranging from sports to traditional arts at Ritsumeikan. Extracurricular activities such as student clubs and circles enable you to meet and exchange with Japanese students, and help you mature as an individual by working together towards a mutual goal. International students are highly encouraged to participate in these activities to expand their knowledge and understanding of Japanese culture and to form personal networks with Japanese students. If you would like information about individual clubs and circles, please consult with the Office of Student Affairs. (A list of extracurricular activities can be found on the Circle Collection webpage at <https://college.ritsumei.club/circle/>) In addition, each college has several student support organizations, such as ORITOR (or ENTER), where older student volunteers provide learning, student life, and other support for younger incoming students.

3. 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 for you as an international student and necessary to study at a university.

Document Type	Where to Apply
Extension of Period of Stay	The Regional Immigration Bureau with jurisdiction over your area of residence
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	Regional Immigration Bureau (unnecessary in most cases, if you possess a valid residence card and intend to return to Japan within 1 year to continue activity under the status of residence previously granted)
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 Regional 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, are required, when they begin hosting such students (admission, transfer, etc.) or terminate hosting (graduation, dismissal, etc.), to notify the Regional Immigration Bureau of the fact within 14 days of the event. Therefore, if you change your enrollment status, status of residence, or period of stay, please inform the International Center as soon as possible.

2) Attendance Confirmation in Response to a Directive from MEXT

With regards to the periodic reports mentioned in 1) above, on June 12, 2019 in a directive to national, public and private universities in Japan MEXT announced "a new policy on the strict management of enrollment of international students". As part of that policy, it has now become mandatory for universities to inform MEXT of international students who are long-term absentees of one month or more.

Ritsumeikan University is also required to abide by the directive above, and as a result checks international students' attendance once every month. Students have been notified of the process used to confirm students' attendance via manaba+R, so please check that for details. Students who do not comply will be reported to MEXT as long-term absentees of one month or more, so please be sure to conduct the stipulated attendance confirmation procedures.

3) Expiry of Status of Residence

You may not remain in the country under the status of residence of "Student" after you graduate, complete your studies, are dismissed from, withdraw or take a leave of absence from Ritsumeikan University. Your "Student" status of residence will expire immediately upon meeting any of the above criteria. You will be required to return to your home country at once, or if wishing to continue to stay in Japan, will need to change your status of residence. Additionally, you must report your change in status to the Regional Immigration Bureau with jurisdiction over your residential area within 14 days of graduation, completion of your study, dismissal or withdrawal. (Penalties may be applied that make it difficult to renew your status of residence if you do not notify immigration in a timely manner.)

4) Cancellation of Status of Residence

If you, as a "Student," continue to stay in Japan after you stop attending the university for more than 3 months or your status changes due to graduation, completion of study, withdrawal, dismissal, or a leave of absence, your status of residence is subject to cancellation. Additionally, even if for a period of less than 3 months, if you are not engaging in educational activities at the university and are engaging in or intending to engage in other activities, your status of residence is subject to cancellation. Once your status is cancelled, in the worst-case scenario, you may be detained and face deportation from Japan, denied re-entry into Japan for five years, and not be allowed to study in Japan again. In the event of scheduled withdrawal, dismissal or a leave of absence, you must contact the International Center in advance.

5) 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 refer to pages 52 and 53 for further information on how to apply for the permit and other guidelines.

6) Basic School Survey Conducted by MEXT

With the aim of surveying basic school matters and obtaining basic data regarding the administration of school education, the Ministry of Education, Culture, Sports, Science and Technology conducts the Basic School Survey each year. Ritsumeikan University, under the guidance of the ministry, also conducts a Basic School Survey each year on May 1 where we confirm the status of residence of international students belonging to Ritsumeikan.

The International Center at each campus requests you to submit a copy of both sides of your residence card around mid-April each year. If you do not submit the copy, it is not possible to reflect correct information in the survey. When you receive instructions via the international student mailing list or manaba+R, please promptly submit a copy of both sides 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 apply to extend your period of stay early (it is possible to apply for an extension starting 3 months before the expiration of your period of stay). 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 documents (“For organization” parts 4-5) with the university seal. Fill out the “For applicant” parts 1- 3 of the application form and bring it to the International Center on your campus. It may take the university a few days to produce the documents needed to accompany your application, so please bring your application form to the International Center well in advance.

The International Center may accept submission of necessary items for extension of period of stay by email in case entrance to your campus is restricted due to the spread of COVID-19 or other reasons. For the latest information, please visit manaba+R to check announcements from the International Center on your campus.

<Documents to be submitted to the International Center>

- Application for Extension of Period of Stay “For applicant” parts 1- 3
- Copy of the both sides of your residence card
- Copy of the both sides of your student ID card
- Copy of your course schedule

1) Application documents to be submitted to the Regional Immigration Bureau

a) Application for Extension of Period of Stay *The form can be downloaded from the Ministry of Justice's webpage: ➤ http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/03-format.html
b) Certificate of Enrollment
c) Transcript of Academic Record 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 Regional Immigration Bureau.

*The required documents may differ depending on each individual.

2) Additional instructions:

- a. Submit a photocopy of both sides of your new residence card to the International Center once your period of stay is extended.
- 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 Regional Immigration Bureau requires the university seal on your application. Please prepare the following documents and bring them to the International Center.

<Documents to be submitted to the International Center>

- Application for Change of Status of Residence "For applicant" parts 1- 3
- Copy of the both sides of your residence card
- Copy of the both sides of your student ID card
- Copy of your course schedule

1. Application Documents to be Submitted to the Regional Immigration Bureau

a) Application for Change of Status of Residence *The form can be downloaded from the Ministry of Justice 's webpage: ➤ http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/02-format.html
b) Certificate of Enrollment
c) Transcript 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 Regional Immigration Bureau.

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 local Regional Immigration Bureau.
- c. After you receive your new residence card, please promptly submit a copy of both sides 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 that allows full-time employment. For more information about changing your “Student” status of residence to a different status of residence that allows full-time employment in Japan, please contact a company you will work for and the Regional 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 are eligible Special Re-entry Permission or whether you must file an application for Re-entry Permission. Students will not be required to obtain a new status of residence when re-entering to Japan if they have either of the permissions. Please note that students who obtain neither the Special Re-entry Permission nor the Re-entry Permission before leaving Japan will have their status of residence revoked. Additionally, please be sure to submit the Notification for Temporarily Leaving Japan on the International Center website beforehand.



Notification for
Temporarily
Leaving Japan

1) Special Re-entry Permission

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. When departing from Japan, check the box for “Departure with Special Re-entry Permission” on the Embarkation Card for Reentrant and tell the immigration officer that you would like to depart Japan with special re-entry permission.

Important Notes:

- Upon leaving Japan, you must fill in the “Embarkation and Disembarkation Card for Reentrant” (not the “Disembarkation Card for Foreigner”) and show a valid residence card and passport at the Immigration Desk.
- Students who leave Japan under the Special Re-entry Permission system but do not return to Japan within 1 year will lose their status of residence.
- If your period of stay on your residence card expires within 1 year, you must return to Japan before your period of stay expires.

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 at the Regional Immigration Bureau 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 Regional Immigration Bureau. Once you receive a Reentry Permit, you will be exempt from the entry visa normally required for entering Japan.

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

All students whose resident status is “Student” have received permission 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 or paid internship, 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 regional immigration bureau in advance. If you engage in work without the permit, you will be subject to criminal punishment including deportation from Japan.

However, you do not need this permit if you pursue official TA (Teaching Assistant), RA (Research Assistant), or ES (Education Supporter) positions within Ritsumeikan University.

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 summer, winter, and spring breaks)

*If working multiple part-time jobs, the cumulative hours worked must not exceed the above limitation.

*Please note that the wording “28 hours per week” means that students may not work more than 28 hours in any 7-day period, no matter what day of the week the calculation of a “week” begins from.

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 |
| c) Document that proves the intended activity as indicated on the application form |

*You can receive the application documents from the immigration office.

You can also download them from the Ministry of Justice’s webpage.

<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 Regional Immigration Bureau



- (2) If the Regional Immigration Bureau 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.

*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.
4. For students receiving a Japanese Government Monbukagakusho (MEXT) scholarship, you must register your permit at the International Center. Please come to the International Center and follow the instructions given.
5. Even if you have time remaining according to the period of stay shown on your residence card, you are unable to engage in part-time work during a leave of absence or after graduation.

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

(6) Government Reporting Obligations

International students residing in Japan are required to abide by all Japanese laws, including the Immigration Control and Refugee Recognition Act and the Basic Resident Registration Law. International residents are required to report to the local government office, the regional 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.

1) Required Report Types and Locations

Report Type	Submission Location
1. Address Notice	City hall / ward office of residence
2. Move-out Notice	City hall / ward office of <u>previous</u> residence
3. Move-in Notice	City hall / ward office of <u>new</u> residence
4. Notification regarding Accepting Organization	Regional Immigration Bureau
5. Notifications to the University	International Center at your campus

1. Address Notice

Upon newly arriving in Japan, international residents who receive their residence card at the airport upon immigration must bring that residence card to the city hall or ward office within 14 days to file an Address Notice.

2. Move-out Notice

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

3. Move-in Notice

After filing the Move-out Notice, residents must file a Move-in Notice in their new city or ward of residence, also within 14 days of the move. After you have submitted the Move-in Notice, please re-apply for National Health Insurance and National Pension at your new city hall or ward office. (Please refer to page 69 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; or 3) You cease your activities at your Accepting Organization (e.g. graduate, withdraw, take a leave of absence, are expelled).

5. Reports to the University

Any time the information on your residence card changes in response to an address change, extension of period of stay, or other reason, you must submit a copy of the front and back of the card to the International Center at your campus.

2) Important Note

All international residents are required to carry their residence card at all times.

3) In the Case You Lose Your Residence Card

If you lose your residence card, it can be reissued. To request the reissuance of your residence card please prepare the following and go to your local immigration bureau within 14 days of the date you lost it. Once your new residence card is issued, please submit a copy of both sides of it to the International Center of the campus to which you belong.

(1.) What to Prepare to Have Your Residence Card Reissued

Documents	Points to Note
Application to reissue your residence card	The application form for reissuance of your residence card can be downloaded from the Ministry of Justice's webpage. http://101.110.15.213/english/tetuduki/kanri/hituyou_syorui.html
Documentation proving that you lost your Residence Card (*1)	Please have a notification ("Notice of Lost Item Notification", "Certificate of Theft Notification", or "Disaster Victim Certificate" (*1)) appropriate to the situation issued. If you are unable to obtain the required document for some reason, please prepare a document explaining the reason you are unable to obtain the required document and include a report explaining the circumstances under which you lost your residence card and submit it to the Regional Immigration Bureau.
Photograph	40mm x 30mm, ID-style, taken within 3 months)
Passport	Please take your original passport
Student ID Card	Please take your student ID with you when you visit the Regional Immigration Bureau in case you need to prove that you are a student of Ritsumeikan University.

*1 If you lose your Residence Card, please have a "Notice of Lost Item Notification (紛失届出証明書)" issued at the Police Station. If your Residence Card was stolen, please have a "Certificate of Theft Notification (盗難届出証明書)" issued at the Police Station. If your Residence Card was destroyed, please contact the city hall or your closest ward office with jurisdiction over your area of residence for a "Disaster Victim Certificate (災害証明書)" to be issued.

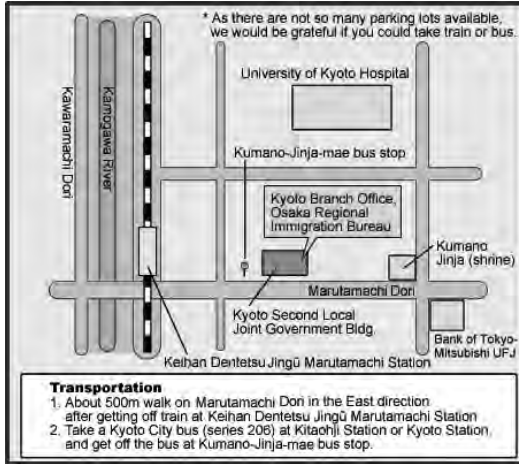
(2.) Supplementary Information

- There is no charge for having your Residence Card reissued.
- Generally, your new Residence Card will be issued on the day you submit the application, but in some cases, you may be asked to come back at a later date to collect the card.
- Your new Residence Card will have a different number to your previous card. You need to register your new information with the University, so please submit a copy of both sides of your new card to the International Center at the campus to which you belong.

(7) Location of Regional Immigration Bureau Offices

Osaka Regional Immigration Bureau, Kyoto Branch:

Hours of operation: 9:00- 12:00 / 13:00- 16:00 (Monday- Friday, except holidays)



Location:

Kyoto Second Local Joint Government Bldg, 4F
34-12 Marutamachi-Kawabata-Higashi-Marutamachi,
Sakyo-ku, Kyoto City, Kyoto 606-8395

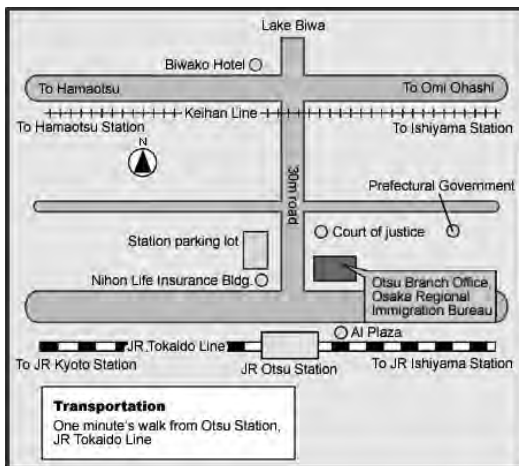
TEL: 075 (752) 5997

Transportation:

- (1) About 500m walk east on Marutamachi Dori after getting off the train at Keihan Jingūmarutamachi (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 Regional Immigration Bureau, Otsu Branch

Hours of operation: 9:00- 12:00 / 13:00- 16:00 (Monday- Friday, except holidays)



Location:

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

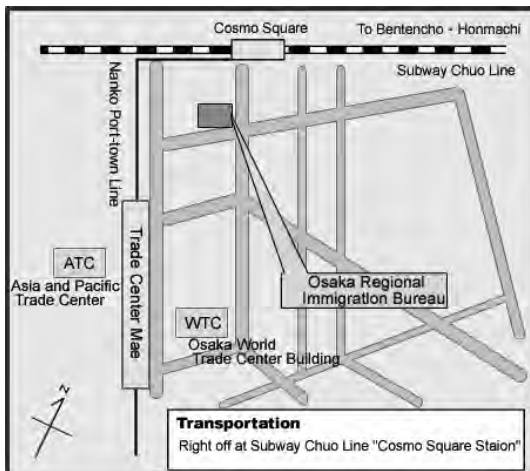
TEL: 077 (511) 4231

Transportation:

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

Osaka Regional Immigration Bureau

Hours of operation: 9:00- 16:00 (Monday- Friday, except holidays)



Location:

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

TEL:

Student and Trainee Inspection Department: 06-4703-2158

Immigration Information Center: 0570-013-904

From overseas: +81-(0)3-5796-7112

Transportation:

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

4. Scholarships

(1) Outline

Ritsumeikan University has several varieties of support for international students such as scholarships and tuition reduction. This support can be broadly 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. Interested students are encouraged to submit applications for Ritsumeikan University Scholarship Application for Privately Financed International Students explained below. In general, scholarships are awarded to students who are proactive in their studies and other activities. There is no guarantee that all international students will be approved to receive a scholarship, however. Additionally, various scholarships have additional eligibility criteria, conditions and application procedures, so financial need alone does not guarantee that applicants will receive scholarship assistance. Some scholarships may require applicants or recipients to have a bank account in Japan while others may require students to be staying in Japan. Please make sure you understand the application method for each scholarship and apply for the appropriate scholarship by the due date.

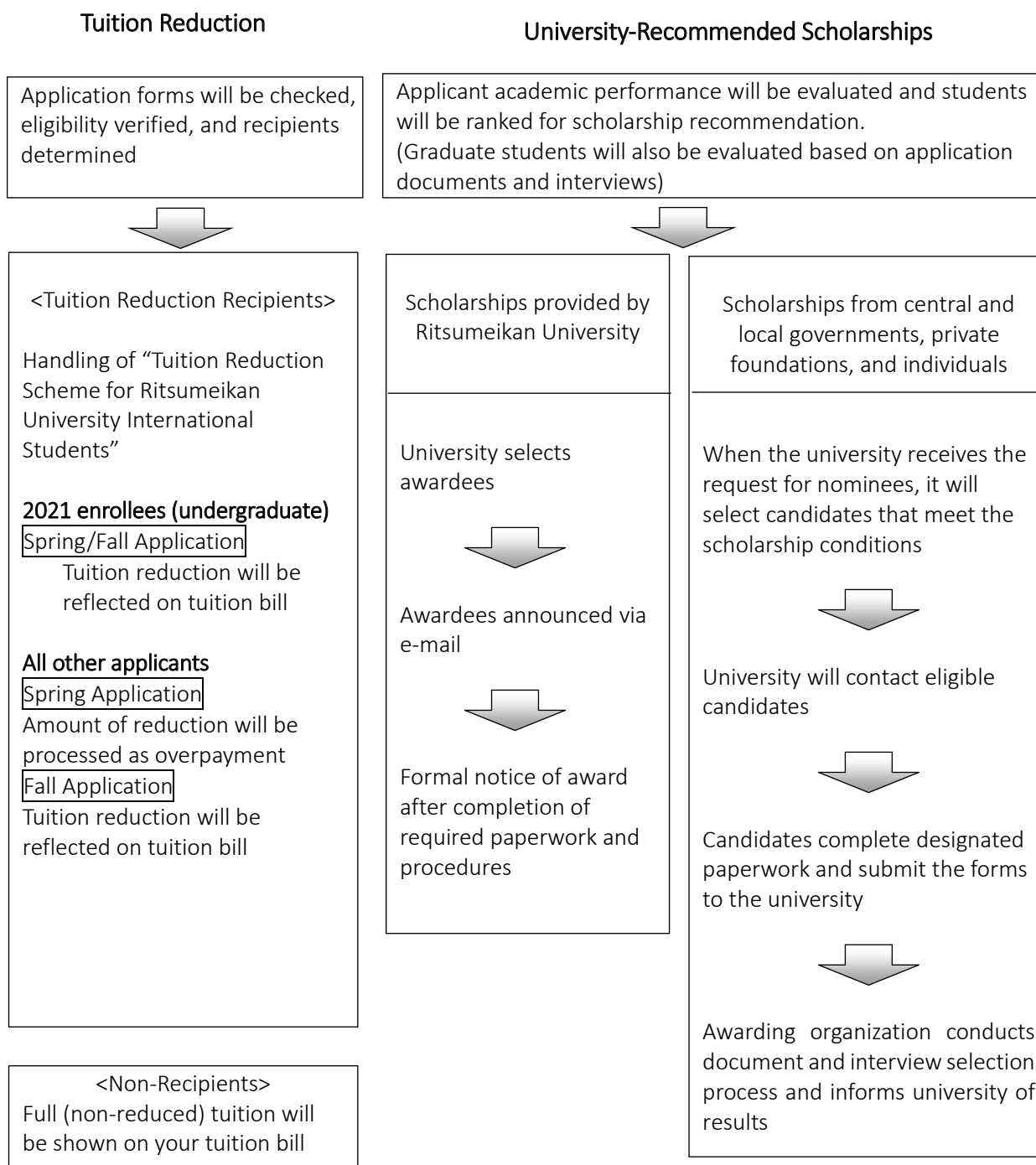
Scholarship Category		Eligible Applicants
1) Tuition Reduction	(1) Tuition Reduction Scheme for Ritsumeikan University International Students	All students (within their standard program duration)
2) Scholarships (University-Recommended Scholarships)	(2) Scholarships provided by Ritsumeikan University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

*For information about scholarships for international students, check manaba+R, the international student mailing list, or the International Center website periodically.

* For details about scholarships that are not available at the International Office, contact Manabi Station, the Office of Student Affairs, the Office of Graduate Studies, or the Inter-Faculty Graduate School Office.

*For details, refer to the scholarship list.

(2) Application Process Flowchart



(3) Tuition Reduction

Tuition Reduction Scheme for Ritsumeikan University International Students

- With regard to students who enroll to Ritsumeikan University (besides English-basis students who enroll through AO Admissions or University Recommendations), only the top eligible applicants based on academic performance are eligible for tuition reduction. No other students from this category will receive tuition reductions.
- All English based student applicants who enroll through AO Admissions or University Recommendations and all graduate school applicants are eligible for tuition reduction.
- For more details, please refer to the scholarship application guidelines.

Eligibility Criteria	<ul style="list-style-type: none">○ Must be enrolled in an undergraduate or graduate degree-seeking program at Ritsumeikan University. (Students on a Leave of Absence are not eligible.)○ Must have the status of residence of "Student".○ Must be a privately-financed international student.
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Reduction Period	1 year *(“Graduate I” category students receive a reduction for the duration of their standard program completion period.)
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Application Periods	April enrollees: Spring semester (early April) September enrollees: Fall semester (early October)
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Important Notes

- *Students who wish to receive the tuition reductions above must apply each year. Receipt of tuition reduction does not automatically carry over to subsequent years.
- *Applicants from the Graduate School of Management who receive tuition reduction may receive their tuition invoice later than other students.
- *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.
- *Please see the application guidelines for more information about the selection process for tuition reduction.

<Ritsumeikan University Tuition Reduction Scheme for International Students / Undergraduate Students>

Japanese Based Students (Majors/courses other than those listed below)	Undergraduate I (100% reduction): Top 10% of eligible applicants
	Undergraduate II (50% reduction): Next top 10% of eligible applicants after Undergraduate I recipients
	Undergraduate III (20% reduction): Next top 50% of eligible applicants after Undergraduate I・II recipients
English Based Students (International Relations-GS) (International Relations-JDP) (Policy Science-CRPS) (Information Science and Engineering-ISSE) (Global Liberal Arts)	Undergraduate I (100% reduction): Top 10% of eligible applicants
	Undergraduate II (50% reduction): Next top 10% of eligible applicants after Undergraduate I recipients
	Undergraduate III (20% reduction): Eligible applicants who did not receive Undergraduate I or II reduction

<Ritsumeikan University Tuition Reduction Scheme for International Students / Graduate Students>

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

(4) Scholarships

1) University-Recommended Scholarships

University-recommended scholarships include scholarships provided by Ritsumeikan University and scholarships from central and local governments, private foundations, and individuals. A list of all scholarships may be found on pages 61-65 under (7) List of Scholarships. The scholarship award amounts and payment periods vary 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 shared via manaba+R and e-mail from the International Center, as well as posted on the International Center website. Other scholarships may exist that do not pass information to the university, so please check the scholarship organizations' websites 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.

(5) Application Procedures for Tuition Reduction and Scholarships

For more details about the application procedures for tuition reduction and scholarships, please refer to information provided by e-mail, on manaba+R, and on the International Center webpage.

(6) Certificates of Scholarship Receipt

The International Center can issue certificates of scholarship receipt for a fee 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
- 5) Available Certificates:
Tuition Reduction Receipt Certificate, MEXT Scholarship Certificate, Monbukagakusho Honors Scholarship for Privately Financed International Students Certificate, ADB – JSP Scholarship Receipt Certificate

(7) List of Scholarships

List of Tuition Reduction/Scholarships (Recommendations and Newly Awarded Scholarships in 2020)

*Spring/Fall in the Application Period column indicates the period for university-recommended scholarships.

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

1) Tuition Reduction Offered by Ritsumeikan University

Tuition Reduction Name	Eligibility Criteria (Award in 2020)					Japanese Proficiency	Tuition Reduction Conditions		Application Period in 2020
	Lvl	Major	Yr	Country	Age		Amount	Award Period	
Tuition Reduction Scheme for Self-Financed International Students	U	—	—	—	—	—	A portion of tuition (see p.59-60)	1 year	Spring/ Fall
	G							1 year (Minimum years required for graduation for Graduate I)	

2) Scholarships Offered by Ritsumeikan University

Scholarship Name	Eligibility Criteria (Award in 2020) *Only special notes are mentioned.					Japanese Proficiency	Scholarship Conditions		Application Period in 2020	Recommended Recipients in 2020	Awards in 2020
	Lvl	Major	Yr	Country	Age		Amount	Award Period			
Ando Momofuku Scholarship for International Students	U			Asian Countries	Under 30		1,000,000 yen/year	1 year	Spring	2	2
	G									2	2
International Students Assistance Scholarship by Ritsumeikan Faculty/ Staff	U						250,000 yen/year	1 year	Spring	17	7
	G										10
RU Parents' Association of Student Education Assistance International Students Scholarship	U						250,000 yen/year	1 year	Spring	20	20

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

The following is information regarding the scholarship application situation from the previous year. Whether or not these scholarships will be offered in 2021 depends on the private or public foundations which administer them. In addition, some scholarships that indicate “open application” require students to complete university-recommended scholarship procedures in order to apply.

Scholarship Name	Eligibility Criteria (Award in 2020) *Only special notes are mentioned.					Japanese Proficiency	Scholarship Conditions		Application Period in 2020	Recommended Recipients in 2020	Awards in 2020
	Lvl	Major	Yr	Country	Age		Amount	Award Period			
Monbukagakusho Honors Scholarship for Privately Financed International Students (12 months)	U						48,000 yen/month	1 year	Spring	9	9
	G									4	4
The Asahi Glass Foundation	G	Excl. medical, dental, pharmaceutical (6yr) veterinary	M1 D1	Thailand, Indonesia, China, Korea		required	100,000 yen/month	Minimum years required for graduation	Spring	1	0
Asian Foundation for International Scholarship Interchange	U			Asian countries	under 30	required	60,000 yen/month	1 year	Fall	0	0
	G				under 35		(M) 60,000 yen/month (D) 70,000 yen/month			0	0
Ajinomoto Scholarship Foundation	G	Food, nutrition, or health fields		Asia, South America, Africa	under 30	required	150,000 yen/month	Maximum 2 years	Spring	1	0
The Iwatani Naoji Foundation Scholarship for International Students	G	Natural sciences and related fields		East/Southeast Asian countries	(M) under 30	required	150,000 yen/month	1 year	Fall	2	0
					(D) under 35					0	0
Ichikawa International Scholarships Foundation (Spring Application)	U			Asian countries	under 35	required	100,000 yen/month	2 years	Fall	0	0
	G									2	1
Ichikawa International Scholarships Foundation (Fall Application)	U			Asian countries	under 35	required	100,000 yen/month	1 year	Spring	2	1
	G									0	0
Otsuka Toshimi Scholarship Foundation	G	Business administration, sciences related to health and pharmaceuticals		Asian, Middle Eastern, African countries, Brazil, Russia, and Czech Republic	38 or under		2,000,000 yen, 1,500,000 yen, or 1,000,000 yen/year	1 year	Fall	2	1
Kato Asao International Scholarships Foundation	G			Asian countries	(M) 30 or under	required	(M) 130,000 yen/month	2 years	Fall	2	2
					(D) 35 or under		(D) 150,000 yen/month				
Kamenori Foundation	G	Humanities and social sciences	M1 D1	China, Hong Kong, Taiwan, Korea, and designated ASEAN countries		required	200,000 yen/month	Minimum years required for graduation	Fall	0	0

Scholarship Name	Eligibility Criteria (Award in 2020) *Only special notes are mentioned.					Japanese Proficiency	Scholarship Conditions		Application Period in 2020	Recommended Recipients in 2020	Awards in 2020
	Lvl	Major	Yr	Country	Age		Amount	Award Period			
Kyoritsu International Foundation Scholarship	G		D1, etc.	Asian countries		required	100,000 yen/month	2 years	Fall	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	Spring	1	0
International Japanese Cultural Research Foundation	G	Currently enrolled doctorate students in Kyoto Prefecture	D1-3			required	100,000 yen/month	Maximum 3 years	Spring	1	1
Kobayashi International Scholarship Foundation	U		3-4	Asian countries	35 or under	required	150,000 yen/month	Minimum years required for graduation	Fall	1	1
	G						180,000 yen/month			1	1
SGH Scholarship (Sagawa Scholarship Foundation)	U		3	ASEAN countries	27 or under 35 or under	required	100,000 yen/month	2 years	Fall	1	0
	G		M1 D2							35 or under	0
Sato Yo International Scholarship Foundation (Fall Application)	U			Asian countries (excluding China, Taiwan, Korea)		required	150,000 yen/month	2 years	Spring	2	1
	G						180,000 yen/month			0	0
Sato Yo International Scholarship Foundation (Spring Application)	U		1	Asian countries (excluding China, Taiwan, Korea)		required	150,000 yen/month	2 years	Fall	0	0
	G		M1 D1				180,000 yen/month	Minimum years required for graduation *D only: mid-study review required			
JEES Study Scholarship (Prev. JEES Scholarship)	U					required	30,000 yen/month	Maximum 2 years	Spring	1	0
	G										
JEES Scholarship for the Promotion of Japanese Language Learning (JLPT)	U	*2				required	50,000 yen/month	Maximum 2 years	Around April (open application)	3	1
	G										
JEES Scholarship for the Promotion of Japanese Language Learning (JLTCT)	U	*3				required	50,000 yen/month	Maximum 2 years	Around April (open application)	0	0
	G										
JEES Scholarship for the Promotion of Japanese Language Learning (Priority Countries)	U			Designated priority countries		Required	50,000 yen/month	Maximum 2 years	Around April (open application)	0	0
	G										
JT Global Scholarship (prev. JT Asia Scholarship) * Stopped accepting applications in 2020	G			Designated Asian countries	under 35	required	150,000 yen/month	Maximum 2 years	Fall	2	0
LIAJ (Life Insurance Association of Japan) International Student Scholarship	U	*4	3	Designated Asian countries		required	100,000 yen/month	2 years	Fall	2	1
	G		M1							0	0
Korea Scholarship Foundation	U			North and South Korea	under 30 under 40	required	25,000 yen/month	1 year	Spring	2	1
	G						(M) 40,000 yen/month			1	1
							(D) 70,000 yen/month				
Kyoto City International Foundation Zhang Fen Jun Scholarship Fund	U	Currently enrolled university students in Kyoto City	2 and up	Designated Asian countries		required	50,000 yen/month	1 year	Spring	Applications closed in 2020	
	G										
Docomo Scholarship	G	Communication technology and information processing (incl. humanities and social sciences majors) *5	M1	Designated Asian countries		required	120,000 yen/month	2 years	Open applications	2	0
T. Banaj Indian Students Scholarship	U			India			100,000 yen/month	Minimum years required for graduation	Fall	1	0
	G										
Daiyukyo Foundation of International Exchange, Assistance & Research	U	OIC students currently living in Osaka Prefecture	1			required	50,000 yen/month	Minimum years required for graduation	Fall	1	0
	G		M1, D1				70,000 yen/month			0	0
Toyota Tsusho Scholarship	U	Social sciences (economics, law, etc.), humanities, or science and engineering	3			required	100,000 yen/month	2 years	Fall	2	0

Scholarship Name	Eligibility Criteria (Award in 2020) *Only special notes are mentioned.					Japanese Proficiency	Scholarship Conditions		Application Period in 2020	Recommended Recipients in 2020	Awards in 2020
	Lvl	Major	Yr	Country	Age		Amount	Award Period			
Nishimura International Scholarship Foundation	U	Those currently living in Osaka Prefecture	3	Asian countries		required	120,000 yen/month	Minimum years required for graduation	Spring	2	2
	G		M1 D1							0	0
JGC-S Scholarship Foundation	G	Science and engineering				required	250,000 yen/year	1 year	Spring	1	1
Hashimoto Jun Memorial Scholarship	U	Humanities		East Asian countries		required	100,000 yen/month	Minimum years required for graduation	Spring	2	1
	G									1	0
Hashiya Scholarship Foundation	U			Indonesia		required	100,000 yen/month	Minimum years required for graduation	Spring	1	0
	G										
Hattori Scholarship	U			ASEAN 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 and up			required	25,000 yen/month	1 year	Spring	1	1
Shiga Intercultural Association for Globalization Biwako Scholarship	U	BKC students currently living in Shiga Prefecture				required	20,000 yen/month	1 year	Spring	2	1
	G									1	1
Hirose International Scholarship Foundation International Student Scholarship	U			Asian countries	35 and under	required	150,000 yen/month	1 year (extension is possible)	Fall	0	0
	G						200,000 yen/month			0	0
Heiwa Nakajima Foundation Scholarship	U					required	100,000 yen/month	1 year	Around September (open application)	1	0
	G									1	0
Mitsubishi Corporation Scholarship	U		3-4				100,000 yen/month	Minimum years required for graduation	Fall	3	1
	G						150,000 yen/month			2	0
Yasuda Scholarship Foundation	U	Law, economics, and business administration	2			required	100,000 yen/month	Maximum 3 years	Fall	6	1
Yasuda Scholarship Foundation (Sports Scholarship)	U	*6	1-3			required	100,000 yen/month	Minimum years required for graduation	Around April (open application)	0	0
Yuasa International Student Scholarship * Stopped accepting applications in 2020	G			East Asian and Southeast Asian countries/regions		required	100,000 yen/month	Minimum years required for graduation	Fall	1	1
Rotary Yoneyama Memorial Scholarship	U		3-4		under 45	required	100,000 yen/month	Minimum years required for graduation	Around September (open application)	5	1
	G		M1-2 D2-3				140,000 yen/month			5	3

*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 held during the previous year

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

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

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

- Scholarship requirements are subject to change.
- Scholarships that require Japanese language proficiency have "required" in the Japanese Proficiency column.

4) Other Scholarships Offered by Private Foundations that Students Must Apply for Independently (No University Recommendation Required)

*Confirm application details at the website for each foundation

Scholarship Name	Eligibility Criteria (Award in 2020) *Only special notes are mentioned.					Japanese Proficiency	Scholarship Conditions		Application Period
	Lvl	Major	Yr	Country/ Region	Age		Amount	Award Period	
Otsuka Toshimi Scholarship Foundation	G	*1				required	2,000,000 yen, 1,500,000 yen, or 1,000,000 yen/year (500,000 yen/year if you receive it concurrently with another scholarship)	1 year	Around April- May
Japan-Taiwan Exchange Association,	G			Taiwan	Those born on or after 1986/4/2		144,000- 145,000 yen/month	Minimum years required for graduation	September- October
Nitori International Scholarship Foundation	U		2-4			required	110,000 yen/month	1 year	August- November
	G		M1-2						
Donghua Educational and Cultural Exchange Foundation Scholarship	U		3-4	China (incl. Taiwan, Macau, Hong Kong)			100,000 yen/month	1 year	October
	G		All						
Japan-China Friendship Association Ariake Japan Scholarship	G	*1		China	Those born on or after 1990/4/2		70,000 yen/month	1 year	November
Taiwan Dokyokai Scholarship	U			Taiwan		required	120,000 yen/year	1 year	September
	G								

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

* Scholarship requirements are subject to change.

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

5) Scholarships Awarded Upon Entrance to Ritsumeikan (University Recommendation Required)

Scholarship Name	Eligibility Criteria (Award in 2020) *Only special notes are mentioned.					Japanese Proficiency	Scholarship Conditions		Application Period in 2020	Recommended Recipients in 2020	Awards in 2020
	Lvl	Major	Yr	Country/ Region	Age		Amount	Award Period			
Konosuke Matsushita Memorial Foundation	G		M1	Asia, Africa, Latin America		required	300,000 yen enrollment support, travel support, 120,000 yen/month	Minimum years required for graduation	August	3	2
Monbukagakusho Honors Scholarship for Privately-Financed International Students	U		1				48,000 yen/month	1 year	Spring	181	181
								6 months	Fall	46	46
	G		M1					1 year	Spring	12	12
			D1					6 months	Fall	29	29

5. Information for Daily Life

(1) Housing

1) Finding Housing

Most international students live in apartments or other accommodations near the university. There are many real estate agencies with listings targeted toward students near the campuses and stations that can help you find housing.

2) Housing Guarantor

When renting an apartment in Japan, landlords usually require a co-signer or guarantor as a guarantee of payment. 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.

*Ritsumeikan University and its faculty and staff will not serve as guarantors for housing rental contracts. If you need a guarantor, please use the recommended guarantor company below.

<Our Recommended Guarantor Company>

Global Trust Networks (GTN)

(Japanese)	http://www.gtn.co.jp
(English)	http://www.gtn.co.jp/en/
(Korean)	http://www.gtn.co.jp/ko/
(Chinese)	http://www.gtn.co.jp/zh-CHS/
(Vietnamese)	http://www.gtn.co.jp/vi/

<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.

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 (衣笠住まいさがしセンター)
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: BKC Sumai Sagashi Center (BKC 住まいさがしセンター)
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)

- Ritsumeikan Co-op: OIC Sumai Sagashi Center (OIC 住まいさがしセンター)
TEL: 0120-283-481
<http://www.oicliving.jp/>
- J.S.B. Network Co., Ltd. UniLife Ibaraki Branch
(株式会社ジェイ・エス・ビー・ネットワーク UniLife 茨木店)
TEL: 0120-322-617
<http://unilife.co.jp/store/272>

*In addition to the companies listed above, there are many other rental agencies where you can use 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.
2. You are not allowed to make modifications to your room.
You cannot make modifications to your room without the permission of your landlord. You must talk to your landlord before making any small changes including putting nails in the wall.
3. Only the tenant may live in the housing
It is a breach of contract to house a person whose name is not written on the contract. If you wish to share an apartment with another person, you must talk to your landlord first.
Note: Even if your family comes to visit, they may not stay for an extended period of time. You are advised to talk to your landlord when your family members or relatives visit your apartment.
4. Resident behavior
Tenants should not cause trouble with neighbors by making excessive noise (screaming, shouting, or talking) or having parties. You must follow the rules of the apartment.
5. Garbage classification
Each city or town has separate garbage classification rules and collection days for garbage disposal. You can find information about local garbage disposal at your local city hall or ward office.

4) Moving Out

1. Submit your moving out form
In most situations, you must notify your landlord or the real estate agency of your departure at least one or two months before the move-out date. First, please submit your moving out form to the real estate company. Please note that informing your building maintenance or security staff is not sufficient- you must notify the real estate agency in writing.
* If you submit your moving out form late, you will have to pay additional rent until your notice has been processed.
2. Please cancel electricity and other service contracts and throw away household appliances and oversized garbage as necessary.
3. You must be present during the room inspection upon moving out.
You must leave your room in the same condition it was when you moved in. You should clean your apartment and throw out garbage before the inspection. You should ask your real estate agency or landlord on how to return the apartment keys prior to your move-out.
4. Complete security deposit procedures.

5) Other

Other types of housing such as city and prefectural housing are also open to students periodically. If there are any terms you do not understand related to real estate such as *reikin*, *shikikin*, or *koshinryo*, please make sure to check the terms as well as the contents of the contract at the time of contract.

(2) National Health Insurance and National Pension

1) National Health Insurance

1. What is National Health Insurance?

Treatment at medical institutions in Japan can be very expensive and can lead to a large financial burden if you do not have insurance. National Health Insurance is a health insurance program that covers part of the medical fees incurred due to illness or injury, by sharing costs between the national and local governments and individuals. 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 Enroll in National Health Insurance

According to the Ordinance of Enforcement of the Health Insurance Law (revised April 1st, 1986 and June 8th, 2004), all foreign residents who will stay in Japan for more than three months and have registered their address with the local government 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 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 or ward office. 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 basic residence registration, by submitting a moving-in notice to the city hall or ward office in which they are going to reside, and join the national health insurance program. The national health insurance card issued by the city hall or ward office in which they previously resided cannot be used. Please note that you first have to submit a moving out notice in your previous city of residence before moving.

d) You must notify the insurance and pension division of your ward office or the national health insurance division of your city hall of the following below:

- When you make changes such as your name or address
→ Within 14 days of the change.
- When you leave Japan to study abroad, take a leave of absence, graduate from the university or complete your studies at the university
→ Before you leave Japan.

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

4. Insurance Premium and Application for Reduction of the Premium

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

5. High-Cost Medical Fees

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

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

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

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

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

Eligibility:	Undergraduate degree-seeking students enrolled in the association. Only one person per household is eligible. (Graduate students and short-term international students are not eligible for the program.)
Content:	Subsidy of a portion of National Health Insurance fees (5,000 yen/year)
Application period:	Applications are accepted twice per year (spring and fall semester) <div style="text-align: right;">*Planned</div>

* The program will be announced via the international student mailing list, manaba+R, and the International Center webpage.

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

Eligibility:	Self-financed international students living in Kyoto under the resident status of "Student"
Content:	Subsidy of a portion of National Health Insurance fees (700 yen/month)
Application period:	September/March
Conditions:	<ul style="list-style-type: none">• Must have been enrolled in National Health Insurance in Kyoto City for 6 or more months• May not be receiving a scholarship from the Japanese government or equivalent

*Only Japan Post Bank (Yucho Ginko) handles the subsidy of this program. To receive the subsidy, please open an account at this bank.

*The programs and subsidy amount are subject to change.

*Please check manaba+R or the International Center situated at each campus for application procedures.

3) National Pension

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

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

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

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

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

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

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

*If you leave Japan due to a leave of absence or graduation and then later return to Japan for re-enrollment or recruitment, your “My Number” will be the same one you used prior to your departure. For this reason, be sure to complete the necessary procedures at the city hall or ward office where you live before you leave the country.

(4) 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 regional 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 the Office of Student Affairs.

Theft has also 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 valuables with you at all times. Be sure to use a lock for your bicycle as the number of bicycle thefts on campus is on the rise. If you are the victim of theft on campus, please report to the International Center, administrative office of your college/graduate school or the Office of Student Affairs.

2) Serious Illness or Injury

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

3) Traffic Accidents

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

1. Receiving Treatment

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

2. Reporting to the Police and Filing an Accident Report.

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

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 the Office of Student Affairs. Also, please have a full understanding of what insurance you are covered by (study abroad insurance, personal liability insurance, medical-care insurance, etc.).

Local governments also offer traffic accident consultation centers as listed below:

Place	Telephone
Kyoto City Consumer Affairs Center (Traffic Accident Consultation)	075-256-2140
Kyoto Prefecture Traffic Accident Consultation Center	075-414-4274
Shiga Prefecture Traffic Accident Consultation Center	077-528-3425
Ibaraki City Consultation Center	072-620-1603

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. Healthcare Providers Near Campus

To learn more about the healthcare providers near Ritsumeikan University, please access the following URL. (Japanese only)

<http://www.ritsumei.ac.jp/health/assets/file/kicszcbkcoic.pdf>



2. Hospitals that Provide Assistance in Foreign Languages

a) Kyoto Prefecture

- Kyoto Health Care Yorozu Net

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



b) Shiga Prefecture

- Shiga Prefecture Medical Information website

<https://www.shiga.iryō-navi.jp/qqport/kenmintop/>



c) Osaka Prefecture

- 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.

- AMDA International Medical Information Center: 03-6233-9266

<https://www.amdamedicalcenter.com/>



3. 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.tabunkakyoito.org>



In addition, you may also consult the above AMDA International Medical Information Center.

4. Emergency Hospitals/Medical Clinics Open on Holidays:

If you are ill or injured when other hospitals/clinics are closed, please use the emergency facilities below:

a) Kyoto Prefecture

Name	Address/Telephone	Specialty
Kyoto City Emergency Clinic/Hospital	Higashi Toganocho 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

<Note>

- If you cannot speak Japanese, please use an interpreter when going to a hospital or clinic.
- 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 here. Please look for them online.

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

5. Other health information

Please refer to the Medical Service Center website and the Health Handbook.

English: <http://en.ritsumei.ac.jp/health/>

Homepage > Publications and Application Forms > Health Handbook



(5) Finding Employment

1) Employment 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 (even if graduating in September, the general rule is to begin working the following April). 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 is unique and may differ from processes you are accustomed to in your country, so you must educate yourself about the Japanese process in advance.

Requirements for students who wish to seek employment in Japan

1. Understand the job-hunting schedule

Job-hunting and application schedules in Japan are limited to certain times. Please be sure to review the schedule ahead of time and search for your job during the appropriate period. In general, third year undergraduate students and first year Master's students participate in internships in summer and start preparations for job hunting from fall. (For students who will graduate in September, preparations should start from the fourth year (undergraduate) or second year (Master's)).

Job-Hunting Schedule															
	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.~
University Schedule	Summer vacation		Classes				Spring vacation		Classes				September Graduation Ceremony	...	
Job-Hunting Schedule	Summer internships		October~ Preparing for job hunting activities (self-analysis, researching industries/companies, preparing for written exams)					March~ Beginning of job-hunting activities (company information sessions, written exams, submitting job applications, etc.)							...
			Fall/winter/spring internships								June~ Interviews, tentative-unofficial offers				

*For students graduating in September 2021, March 2022

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. Be proactive in communicating with others during your stay in Japan in order to learn how to express yourself in Japanese.

3. Have a career plan

Japanese companies that are considering hiring international students will want to know your career plan, including: why you want to work in a Japanese company; how long you intend to work in Japan; whether you intend to return to your home country in the future, etc. You should plan your future career path and take steps to advance that plan during your time as a student.

4. Understand corporate culture and hiring procedures in Japanese businesses

Japanese corporate culture and hiring procedures may vary from your home country, such as a short-term contract as a prerequisite for long-term employment. Job hunting events and guidance sessions are held both inside and outside the university. The sooner you gather such information, the better your chances will be while job-hunting.

5. Make the most of your life as a student

During your interviews, you will probably be asked, “As a student, what did you put the most effort into?” While keeping up with your courses, we recommend getting involved in extracurricular activities such as circles or clubs, volunteer activities, or a part-time job.

2) Job Search Assistance

The employment process in Japan consists of application screenings, written exams, and interviews. Preparation for each step is necessary to increase your chances of securing a job. We encourage all job seekers to use the variety of resources available at the Office of Career Services on campus. (Monday - Friday, 9:00 - 17:00 / Closed from 11:30 - 12:30 and on Wednesday mornings)

Kinugasa	Kenshinkan (研心館), 1F
BKC	Prism House (プリズムハウス), 2F
OIC	Building A 1F, AS Office(A 棟 AS 事務室),

Career Center Webpage:

➤ (English) <http://www.ritsumei.ac.jp/career/global/eng/>

Services offered at the Career Center:

(Based on AY 2020 activities, may change after AY 2021)

- Career guidance for international students
- Consultations and workshops for international students by other international students who have found jobs in Japan
- Seminar on filling out Entry Sheets for International Students aiming to find work in Japan
- Paid internship program for international students
- Acceptance and submission of applications to employers seeking international students
- Job search engine for international students provided in the university's job search assistance system
- One-on-one career counseling sessions available online, by phone, and face-to-face

3) Changing your status of residence

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

4) Job Hunting in Japan after Graduation

In order to continue job-hunting in Japan after graduating or completing your course, students need to change their visa status from “Student” to “Designated Activities”. In order to change your status, you will need a recommendation letter from the University which is only issued to students who successfully pass screening. At Ritsumeikan University we have two periods per year during which we accept applications for recommendation letters. After stringently screening applicants’ study and lifestyle demeanor, job-hunting activities so far, and future chances of finding a job, recommendation letters will be issued to applicants deemed suitable. (Recommendation letters are not issued outside of the application periods or to students who have already graduated.)

In addition, to apply for a recommendation letter, attendance of the guidance explaining this system is mandatory, so students who are expecting to graduate or complete their course should attend the guidance held during the semester. Students will be informed of the guidance schedule (Spring Semester: late-July; Fall Semester: late-January) by manaba+R and via the International Students’ mailing list.

(6) Important Procedures When Leaving Japan

1) Notification procedures concerning separation from your accepting organization

If you leave the organization where you are conducting permitted activities due to graduation or a leave of absence, you must notify the Immigration Bureau within 14 days in accordance with the procedures set by the Ministry of Justice. Additional information and necessary documents can be found on the Immigration Bureau website.

<URL> (Japanese only)

http://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html

In addition, notify the immigration officer at the airport that you will be returning to your home country and hand over your residence card.

2) Notice of Moving Overseas and Returning National Health Insurance Card

Before returning to your home country, you must submit a Notice of Moving Overseas (海外転出届) to the city hall or ward office with jurisdiction over the area in which you have been residing. Please also complete procedures to withdraw from National Health Insurance (approximately 1 week before departure). Show your airline ticket as proof of you leaving Japan and have the staff member at your local city hall or ward office confirm the situation regarding insurance fee payments up until your planned date of departure. (You will receive a statement for any unpaid fees. Please pay the fees before departure.) By completing these procedures, you can receive insurance coverage up until you leave Japan. Please bring your residence card, health insurance card, and documents pertaining to your date of departure to your city hall or ward office. Return your health insurance card according the instructions given by the staff member. If you do not return your health insurance card, you will continue to be billed for health insurance fees, so please be sure to complete the necessary procedures before leaving Japan.

3) Mail

When you move, you are required to submit a notice of change of address to the post office. In addition, please tell your friends and part-time work your new contact details beforehand so that you can be reached after leaving Japan. It is not possible to have mail forwarded overseas. After submitting the notice, mail will no longer be delivered to your old address.

4) Student ID Card

When you graduate or withdraw from Ritsumeikan University, you will be required to return your student ID card. Your student ID card contains your student ID number and affiliated college or graduate school. This information may be required when you contact Ritsumeikan University in the future, so you should make a photocopy or take a photo of your ID card before returning it and keep the copy/photo in a safe place.

5) Ritsumeikan University Co-op Card

Please return your Co-op Card to the Co-op Counter on your affiliated campus before leaving Japan. The initial deposit you paid when joining the Ritsumeikan University Co-op will be refunded to you. If you have any money remaining on your card, be sure to use the remaining amount at a Co-op shop/cafeteria before completing withdrawal procedures.

6) Other

Be sure to cancel your cell phone contract and housing rental agreement before leaving Japan to return to your home country. If you leave Japan without canceling such contracts and fail to make payments, you may be contacted in your home country. Ritsumeikan University will take no responsibility regarding such matters. Similarly, be sure to return any rental videos or books borrowed from libraries.

(7) 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 Prefectural International Center:	https://www.kpic.or.jp/english/
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/

Osaka Area

Osaka International House Foundation	http://www.ih-osaka.or.jp/english/
Osaka Exchange Student Network	facebook@osaka.ryugakusei.net
Osaka Foundation of International Exchange	http://www.ofix.or.jp/english/index.html

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AY2021 Ritsumeikan University International Student Handbook

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56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577

TEL: 075-465-8230 FAX: 075-465-8160

立命館大学 BKC 国際教育センター

〒525-8577

滋賀県草津市野路東 1-1-1

International Center at Biwako-Kusatsu Campus

1-1-1 Noji-higashi, Kusatsu, Shiga 525-8577

TEL: 077-561-3946 FAX: 077-561-3956

立命館大学 OIC 国際教育センター

〒567-8570

大阪府茨木市岩倉町 2-150

International Center at Osaka Ibaraki Campus

2-150 Iwakura-cho, Ibaraki, Osaka 567-8570

TEL: 072-665-2070 FAX: 072-665-2079

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