

Application Procedures (September 2023 Admission)

1. Required Documents

Please use the checklist on the next page and ensure all required documents are submitted. Some of the required documents are included in this PDF.

*** All signatures and seals must be original.**

2. Important Points for Application

- (1) All submitted documents should be printed in Japanese or English on A4-sized paper by word-processing software. Documents submitted in any language other than Japanese or English must have Japanese or English translations attached.
- (2) Your name and date of birth on application documents must be exactly the same as those indicated on your passport.
- (3) Submitted documents will not be returned under any circumstances, even if it is determined that the applicant does not fulfill the application eligibilities.
- (4) Please prepare all application documents yourself. If you referenced other publications in your research proposal, etc., be sure to properly cite your sources to avoid suspicion of plagiarism or other acts of academic misconduct.
- (5) If submitting hard copies via postal mail of the (4) Research Proposal and (8) Summary of thesis, separately submit digital files as well. Submit digital files as an email attachment to the Graduate School of Economics (gs-ec@st.ritsumei.ac.jp) and ensure that the files are either in PDF or .doc format.

Be sure to include the following information in the email.

- Title the email "September 2023 Admissions: Research Proposal and Summary of thesis". Include your full name, theme of proposed research, and the title of your thesis summary in the body of the email.
- Name the file of your research proposal using the following format, "your name_researchproposal.pdf (doc)" and the file of your thesis summary, "your name_thesis.pdf (doc)". (Example: ritsumei_taro_researchplan.pdf (doc))

3. Application Period

Friday, February 17, 2023 ~ Tuesday, February 21, 2023

4. All documents must be sent by express post (EMS, FedEx, DHL, etc)
5. All documents and data must arrive by the deadline.
6. Only posted applications will be accepted.
7. Applications by email, fax, or walk-in will NOT be accepted.

4. Application Mailing Address

Administrative Office, College of Economics
Ritsumeikan University (Biwako-Kusatsu Campus)
1-1-1 Noji-Higashi, Kusatsu,
Shiga, 525-8577 Japan
Phone: +81 (0)77-561-3940

Application Documents (September 2023 Admission)

Document Checklist:

Form of 1, 2, 3 and 12 are included in this PDF. Please print all documents double-sided. No. 5, 6 and 7 must be original documents. Documents will be accepted as original if they bear the original, authorized seal/signature of the issuing agency. (The seal/signature must be original. Photocopied seal/signature will not be accepted).

- 1. RITSUMEIKAN UNIVERSITY GRADUATE SCHOOL APPLICATION SHEET (Form GS)
- 2. APPLICATION SHEET FOR NON-JAPANESE APPLICANTS (Form GS 2)
- 3. APPLICATION QUESTIONNAIRE
- 4. Research Proposal (Free-Format)
*See Point (5) of "1. Important Points regarding Application" for information about the submission method.
- 5. Letter of Recommendation by the dean, or a person of equivalent or higher position, at the applicant's school or institution (Must be sealed and addressed to the " President of Ritsumeikan University, Japan") (*original*)
- 6. Official certificates of graduation or certificates/letters stating expected graduation date of programs and academic degrees awarded from most recent academic institution attended. (*original*)
- 7. Official certificate of grades from most recent academic institution attended. (*original*)
*Must include a clear indicator of outstanding performance, such as GPA or individual rank order.
- 8. Summary of thesis written for most recent academic degree awarded
*See Point (5) of "4. Important Points regarding Application" for information about the submission method.
- 9. Copy of passport page containing the applicant's name and date of birth
*If applicants from overseas have a valid passport at the time of application.
- 10. Official Test Score of English Language Ability Test (Score reports must be from one of the followings: TOEIC® Listening and Reading Test, TOEFL® iBT, TOEFL® iBT Special Home Edition, IELTS™ or IELTS Indicator or its equivalent. Copies are acceptable.) * The scores for test(s) taken more than two years before the application start date are deemed invalid.
- 11. Three (3) passport-quality photographs, (4.5 cm tall x 3.5 cm wide, front-facing, photos taken within 6months of application and showing applicant from chest up, with name and nationality must be entered on the reverse)
- 12. INFORMATION SHEET
- 13. Certificate of Employment and Compensation issued by the company (with company's letterhead /logo and signed by authorized signatory). The certificate must state the following details:

Example:

1. January 2019 to December 2020

2. January 2019 to Present (if currently working / connected to the company)

(Note: If the present job is less than 2 years, submit also the certificate of employment from the previous company).

b. Monthly or Annual Income

Notes:

- (i) If in local currency, fill-out and submit the income conversation to USD form provided by ADB-JSP
- (ii) Computer-generated proof of income without the signature of the authorized personnel is not acceptable

- 14. Certificate of Family Income issued by the company (with company's letterhead / logo):
 - a. Parent's Annual / Monthly Income if applicant is single;
 - b. Spouse's Annual / Monthly Income if applicant is married
 - c. If status is unemployed, retired or deceased, an authenticated supporting document must be submitted (e.g. issued by the local government)Notes:
 - (i) If in local currency, fill-out and submit the income conversation to USD form provided by ADB-JSP
 - (ii) Computer-generated proof of income without the signature of the authorized personnel is not acceptable.)

- 15. PDF copy of 教育部学历证书电子注册备案表 (Graduates of Chinese Universities, only) or PDF copy of 教育部学籍在线验证报告(Current Students at Chinese Universities, only) (*Students who attended or are attending universities in Taiwan, Hong Kong or Macau need not submit these forms.)
*These forms must be submitted in English. Forms submitted in Chinese will not be accepted.

立命館大学大学院 入学試験志願票

* 印記載のところは記入不要
Areas with an * are for university use.

RITSUMEIKAN UNIVERSITY GRADUATE SCHOOL APPLICATION SHEET

提出日 Filing Date	/ / 年/Year 月/Month 日/Date	志願受付番号 Registration Number	*
受験番号 Application Number	*		
入学年度 Year of Enrollment	Year 2023	入学時期 Semester of Enrollment	Fall Semester
入試方式名称 Admission Method	3rd Party Foundation Scholarship Sponsored Student Admissions: Asian Development Bank- Japan Scholarship Program (ADB-JSP) September 2023 enrollment		
学生証番号(本学出身者・在籍者のみ) Student ID Number (Current/former Ritsumeikan University students only)		性別 Sex	生年月日 Date of Birth (YYYY/MM/DD) / / 年/Year 月/Month 日/Date
フリガナ/Name in Katakana (*1)			
氏名/Name (*2)			
国籍/Nationality	日本国 Japan	日本以外 Other	
取得(予定)在留資格 *外国籍の方のみ (Scheduled) Residence Status	留学 Student	その他 Other	
出願研究科 Intended Graduate School	Graduate School of Economics		
課程 Intended Degree Level	Master's Program		
出願専攻 Major	Economics		
出願コース・プログラム Course/Program	Master's Program in Economic Development		

写真貼付欄
3cm×2.4cmの
カラー写真を
貼付してください。
Attach a photo here
(3cm×2.4cm)

現住所 Current Address	〒 -		
自宅電話番号/Home Telephone Number (*3)	()	-	
携帯電話番号/Cell Phone Number (*3)	()	-	
E-mail			
保証人氏名 Guarantor's Name		続柄 Relationship with Applicant	
保証人住所 Guarantor's Address	〒 -		
保証人電話番号 Guarantor's Phone	()	-	

試験日/Exam. Date	/ / 年/Year 月/Month 日/Date
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※試験を実施しない入試や試験日が不明な入試の場合は、空欄で結構です。
*If the method of your admission does not include an entrance examination or if you do not know the date of your entrance examination, please leave the column blank.

検定料支払(予定)日 Date of Application Fee Payment	/ / 年/Year 月/Month 日/Date
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自由記述欄 Notes (Ex. Another Address)	
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*印は記入不要 / Areas with an * are for university use.

① 大学学歴 / University (Undergraduate Level)

▼大学卒業(卒業見込)の場合、出身大学を記入してください。

If you have graduated (are going to graduate) university, please enter the name of that university.

学歴区分/Academic Standing	* 大学卒業 / University Graduate		
終了区分/Graduation Status	卒業 Graduated	卒業見込 Expected to graduate	その他 Other
出身大学名/University			
学部学科名/College・Department			
学位名/Degree (*4)			
大学卒業(見込)年月/ (Estimated) Graduation Date	年/Year 月/Month 日/Date		

② 大学院学歴 / Graduate School

▼大学院修了(修了見込)の場合、出身大学院を記入してください。

If you have completed (are going to complete) graduate school, please enter the name of that graduate school.

学歴区分/Academic Standing	* 大学院修了 / Completed a Graduate school		
終了区分/Graduation Status	卒業 Graduated	卒業見込 Expected to graduate	その他 Other
出身大学院名/Graduate school			
研究科専攻課程名/ Department・Major・Course			
学位名/Degree (*4)			
大学院修了(見込)年月/ (Estimated) Graduation Date	年/Year 月/Month 日/Date		

③ その他学歴 / Other Schools Attended

▼大学、大学院の学歴が複数ある場合、専門学校等を卒業している場合など、以下の項目に記入してください。

If you have attended more than one university or graduate school, or if you have graduated from professional school, please enter below.

学歴区分/Academic Standing	
修了区分/Graduation Status	
出身大学/大学院名 University/ Graduate school	
研究科専攻課程名 Graduate school・Major・Course	
学位名/Degree (*4)	
大学/大学院修了(見込)年月 (Estimated) Graduation Date	年/Year 月/Month 日/Date

If you pay the fee either by convenience store payment or by credit card payment, attach an original receipt or copy of the receipt as proof of remittance.

収納証明書 貼付欄 attach a receipt or copy	
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■留学生情報 / International Student Information

氏名 (*5) Name(Alphabet)	
国籍 Nationality	
在留資格 (*6) Residence Status in Japan	なし・留学・その他 () None・Student・Other ()
「所持している」場合以下を入力 / If you already have residence status in Japan, please answer to the following questions.	
在留期間満了日 Expiry Date	西暦 年 月 日 / / (YYYY/MM/DD)
留学費用区分 (*7) Financial Aid	国費(文部科学省) ・ 私費 MEXT Scholarship ・ Privately Financed
来日(予定)日 (*8) (Scheduled) Date of Arrival	西暦 年 月 日 / / (YYYY/MM/DD)

■国費留学生実績情報 / Japanese Government Scholarship History

過去の国費留学生実績 (*9) Have You Received Japanese Government Scholarship (MEXT) in the Past	あり ・ なし Yes ・ No
「あり」の場合以下を入力 / If yes, please answer to the following questions.	
留学生期間：開始 Study Abroad Period：FROM	西暦 年 月 日 / / (YYYY/MM/DD)
留学生期間：終了 Study Abroad Period：TO	西暦 年 月 日 / / (YYYY/MM/DD)
受入大学 University	

<記入の際の留意事項>

(*1)フリガナ

日本国籍の方は必須です。外国語国籍の方で、カナが不明な場合は空欄としてください。

(*2)氏名

日本国籍の方:住民票に記載されている氏名

日本国籍を有しない方(外国人留学生):住民票またはパスポートに記載されているアルファベット。

漢字圏の国・地域出身の方であっても、漢字では記入しないでください。例:RITSUMEI Hanako

※氏名の入力方法について詳細は、大学院入学試験要項(別冊)「Ⅲ. 出願上の注意事項」を確認してください。

(*3)電話番号

「自宅電話番号」「携帯電話番号」いずれかの記入が必須です。

(*4)学位名

必須ではありません。卒業証明書等に記載されている場合が多いですが、不明な場合は空欄で結構です。

(*5)氏名

住民票またはパスポートに記載されているアルファベット。中国など漢字圏の方であっても、漢字では入力しないでください。

例:RITSUMEI Hanako

氏名は、大学院入学試験要項(別冊)「Ⅲ. 出願上の注意事項」を確認のうえ、入力してください。

(*6)在留資格

在留資格を保有している場合:在留資格の種類および在留期間満了日を入力してください。

在留資格を保有していない場合:「なし」と入力し、在留期間満了日は空欄にしてください。

(*7)留学費用区分

「国費」とは日本の文部科学省の「国費外国人留学生制度」を利用して留学する場合を指します。それ以外の方は「私費」を選択してください。

(*8)来日(予定)日

来日予定が決まっていない場合は、空欄で結構です。

(*9)国費留学生実績情報

「国費」とは日本の文部科学省の「国費外国人留学生制度」を利用して留学する場合を指します。

< Notes >

(*1)Name in Katakana

Foreign nationals who do not know the proper writing in katakana for their names may leave the field blank.

(*2)Name

Japanese Applicants: Name on the Certificate of Residence.

Applicants who do not hold Japanese Nationality (international students): Name in Roman alphabet as indicated on the Certificate of Residence or passport.

Applicants from countries or regions where Chinese characters are used should NOT enter their names in Chinese characters.

E.g.: RITSUMEI Hanako

*For details on how to enter your name, consult "Ⅲ. Points to Note when Applying for Admission" in the "Supplement to Application Guidelines."

(*3) Telephone Number

Either a "Home Telephone Number" or a "Mobile Telephone Number" must be entered.

(*4)Degree

This is not a required field. The name of the degree is often indicated on your graduation certificate and other similar documents.

However, this field can be left blank if you are not sure about the name of your degree.

(*5)Name

Name in Roman alphabet as indicated on your Certificate of Residence or passport. Applicants from countries or regions where Chinese characters are used should NOT enter their names in Chinese characters.

E.g.: RITSUMEI Hanako

Enter your name after consulting "Ⅲ. Points to Note when Applying for Admission" in the "Supplement to Application"

(*6)Residence Status in Japan

If you have a status of residence in Japan: Enter your Resident Status as well as the Expiry Date.

If you do not have a status of residence in Japan: Choose "None", and leave the Expiry Date field blank.

(*7)Financial Aid

"MEXT Scholarship" refers to the Ministry of Education, Culture, Sports, Science and Technology's "Monbukagakusho Scholarships." Select "MEXT Scholarship" if this applies to you. If it does not apply to you, select "Privately financed."

(*8)(Scheduled) Date of Arrival

This field can be left blank if you are not sure of your scheduled date of arrival.

(*9)Have You Received Japanese Government Scholarship (MEXT) in the Past

This item refers to the Ministry of Education, Culture, Sports, Science and Technology's "Monbukagakusho Scholarships." Select "Yes" if this applies to you.

立命館大学大学院 外国籍志願者情報

RITSUMEIKAN UNIVERSITY GRADUATE SCHOOL APPLICATION SHEET FOR NON-JAPANESE APPLICANTS

[注意 / NOTE]

日本国籍を有しない者(特別永住者を除く)のみ記入対象。

該当する項目のみ記入してください。

For Applicants who do not have Japanese nationality only (excluding special permanent residents).

Complete only the sections that apply to you.

氏名 Name	
受験番号* Examinee No.	

* 記入不要 Office use only

日本国内の 緊急連絡先 Emergency contact info in Japan (if any)	現住所 Address 〒 _____ Phone number: _____		
	氏名 Name: _____		
学 歴 (日本語学校) Japanese Language School / Organization	学校名 (所在地) Name of Japanese Language School/ Organizaition (Address)	入学年月 Enrollment Date	卒業 (見込) 年月 Graduation Date/ Expected
	(_____)	_____ month _____ year	_____ month _____ year
職 歴 Work experience	勤務先 (所在地) Name of employer (City, Country)	勤務内容 Job description	勤務期間 Period of employment
	Name of employer (_____)		From Until (MM/DD/YYYY)
	Name of employer (_____)		From Until (MM/DD/YYYY)
	Name of employer (_____)		From Until (MM/DD/YYYY)
	Name of employer (_____)		From Until (MM/DD/YYYY)
兵 役 Military service	終了 from _____ , _____ to _____ , _____ . Finished month year month year	終了予定 _____ , _____ . Duty (to be) completed month year	

以上の通り、相違ありません。

I certify that the above statements are true and correct to the best of my knowledge.

日付 (Date) : _____ (MM/DD/YYYY) 署名 (Signature) : _____ .

Current Position

9-2. 勤務先名 _____
Name of the Employer / City & Country

10. 2023年2月17日までで正規職員として働いていた合計月数 _____ヶ月/Months
The total number of months of full time professional work experience until Feb. 17, 2023.

11. 採用された場合、渡日時に使用する最寄りの国際空港（国籍のある国に限る）はどこですか？
Please indicate the nearest international airport to your home (must be in your country of nationality):

_____ 空港/Airport

12. 採用された場合、査証を受け取りに行く最寄りの日本大使館・領事館（国籍のある国に限る）はどこですか？
Please indicate the nearest Japanese embassy or consulate to your home where you could obtain a Japanese visa (must be in your country of nationality):

<<End of Questionnaire>>



INFORMATION SHEET

(to be sent to Institution you are applying to)

Last Name:	First Name:
Nationality:	Date of Birth: (dd/mm/yyyy)
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:

Home Address:

Street:	
City:	
State/Province:	
Home Country:	Post Code:
Home Phone:	
Mobile:	
Email:	

Current Address:

Street:	
City:	
State/Province:	
Current Country:	Post Code:
Phone:	
Mobile:	
Email:	

Office Address:

Street:	
City:	
State/Province:	
Business Country:	Post Code:
Office Phone:	Fax No:
Mobile:	
Office Email:	

Proposed Study Plan:

Degree:
Field of Study:
Expected Commencement Date: (dd/mm/yyyy)
Are you applying to other Institutions? If so, which? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Institution:

Academic Background (include course you are currently enrolled in, if applicable):

Degree Obtained:	
Field of Study:	
Year Started:	Year Completed:
Name of Institution:	Location:
Language of Instruction Used:	
Honor(s) received:	

Degree Obtained:	
Field of Study:	
Year Started:	Year Completed:
Name of Institution:	Location:
Language of Instruction Used:	
Honor(s) received:	

Have you been awarded an ADB-JSP Scholarship? Yes No

Degree:	
Field of Study:	
University:	
Awarded Period (Month & Year) From:	To:

English Proficiency	Reading	Writing	Speaking
Very Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional History:

Present Employer:

Position:			
Company:			
Nature of Work:			
Industry:			
Products/Services:			
Sector:	<input type="checkbox"/> International Organization	<input type="checkbox"/> Private	<input type="checkbox"/> Public <input type="checkbox"/> Non-profit
Date of Employment (Month & Year) From:			To:
Annual Salary (in US\$):			
Annual Family Income (in US\$):			

(Please attach your latest Certificate of Employment indicating Annual Salary/Monthly Salary with signature/stamp. For Annual Family Income, submit Certificate of Employment of both parents/spouse (if married). For parents who are retired, deceased or unemployed, kindly submit Certificate issued by a local agency, company or government with signature/stamp whichever is applicable.)

Previous Employers: Begin with your most recent employment excluding present employer. Use separate sheet if the space provided is not sufficient.

Position:	
Company:	
Nature of Work:	
Date of Employment (Month & Year) From:	To:
Annual Salary (in US\$):	

Position:	
Company:	
Nature of Work:	
Date of Employment (Month & Year) From:	To:
Annual Salary (in US\$):	

Position:
Company:
Nature of Work:
Date of Employment (Month & Year) From: _____ To: _____
Annual Salary (in US\$):

Position:
Company:
Nature of Work:
Date of Employment (Month & Year) From: _____ To: _____
Annual Salary (in US\$):

Position:
Company:
Nature of Work:
Date of Employment (Month & Year) From: _____ To: _____
Annual Salary (in US\$):

Total Work Experience: Year(s): & Month(s): Year(s) in Supervisory Level: *(if applicable)*

While the Scholarship will provide most of your financial requirements during the study period, what other additional resources do you have if you may need them?

Why do you want to undertake this particular area of study at this institution?

(Attach copies of academic records and mail this form to the institution where you wish to study. The institution will advise you whether or not your application qualifies for further screening.)