

## Application Procedures (September 2025 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) In addition to submitting hard copies via postal mail of the (4) Research Proposal and (8) Thesis and Abstract 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](mailto: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 2025 Admissions: Research Proposal, Thesis and Abstract of thesis". Include your full name, theme of proposed research, and the title of your thesis abstract 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, "your name\_thesis.pdf (doc)" and the file of abstract of thesis, "your name\_thesis abstract.pdf(doc)" (Example: `ritsumei_taro_researchplan.pdf (doc)`)

### 3. Application Period

**Thursday, November 21, 2024 ~ Thursday, December 12, 2024**

- All documents must be sent by express post (EMS, FedEx, DHL, etc)
- All documents and data must arrive by the deadline.
- Only posted applications will be accepted.
- 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 2025 Admission)****Document Checklist:**

Form of 1, 2, 3 and 11 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 GS1)
- 3. APPLICATION QUESTIONNAIRE
- 4. Research Proposal (Free-Format)  
\*See Point (5) of "5. 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)*** ***(Submission is optional)***)
- 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)***  
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.
- 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. Thesis and abstract of thesis written for most recent academic degree awarded  
\*See Point (5) of "5. 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  
\*Please make a photocopy on the A4 paper
- 10. Official Test Score of English Language Ability Test (Score reports must be from one of the followings: TOEFL®, IELTS, or TOEIC® Listening & Reading Test. Copies are acceptable)  
\*The scores for test(s) taken more than two years before the application start date are deemed invalid.
- 11. INFORMATION SHEET
- 12. 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:

a. Start and end date of employment,

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 conversion to USD form provided by ADB-JSP

( ii ) A computer-generated proof of income without the signature of the authorized personnel is not acceptable

13. 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 conversion to USD form provided by ADB-JSP

( ii ) Computer-generated proof of income without the signature of the authorized personnel is not acceptable.

## 立命館大学 入学試験志願票

## RITSUMEIKAN UNIVERSITY GRADUATE SCHOOL APPLICATION SHEET

<大学使用欄・For University Use Only> 受験番号	<大学使用欄・For University Use Only> 志願受付番号
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顔写真貼付欄  
写真データを貼付してください。

ID Photo  
Attach an ID style photo here

入学年度 Year of Enrollment	年 Year	入学時期 Semester of Enrollment	
入試方式名称 Admission Method	3rd Party Foundation Scholarship Sponsored Student Admissions: Asian Development Bank-Japan Scholarship Program (ADB-JSP) September 2025 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	年/Year 月/Month 日/Date
フリガナ/Name in Katakana *Leave blank if no Japanese language skills	Last Name (Surname)		First Name (Given Name), Middle Name		
氏名/Your name as spelled in your passport	Last Name (Surname)		First Name (Given Name), Middle Name		
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 in Japan	留学 Student	その他 Other	_____		

出願研究科 Intended Graduate School	Ritsumeikan University Graduate School of Economics
出願課程 Intended Degree Program	Master's Program
出願専攻 Intended Major	Economics
出願コース Intended Course	Master's Program in Economic Development

現住所 Current Mailing Address	〒Postal Code:
自宅電話番号/Home Phone Number	
携帯電話番号/Mobile Phone Number	
E-mail	

保証人氏名/Guarantor's Name <i>*母国の方可 Guarantor does not need to live in Japan.</i>		続柄 Relationship with Applicant	
保証人住所 Guarantor's Address	〒Postal Code:		
保証人電話番号 Guarantor's Contact Number			

自由記述欄 Other Notes (if any)	
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**学歴 / Academic Background****① 大学学歴 / Your University (Undergraduate/Bachelor 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。

Fill out the information for the college/university from which you graduated (or are scheduled to graduate from).

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/Name of University			
学部学科名/Name of College and/or Department			
学位名/Name of Degree			
使用言語/Primary Language of Instruction	英語 English	その他 Other	
大学卒業(見込)年月/ (Estimated) Graduation Date	年/Year 月/Month 日/Date		

**② 大学院学歴 / Your Graduate School (Master's or Doctoral level, etc., if attended)**

▼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 are enrolled in or have graduated from a graduate school after finishing university, fill out below.

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/Name of Graduate School			
研究科専攻課程名/ Name of Department, Major, Program, etc.			
学位名/Name of Degree			
使用言語/Primary Language of Instruction	英語 English	その他 Other	
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 Universities, Graduate Schools, or Professional Schools, etc. 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 have graduated from professional school, etc.), enter below.

修了区分/Graduation Status	卒業 Graduated	卒業見込 Expected to graduate	その他 Other _____
出身大学/大学院名 Name of University/ Graduate School/ Professional School, etc.			
研究科専攻課程名 Name of College or Department, Major, Program, etc.			
学位名/Name of Degree			
使用言語/Primary Language of Instruction	英語 English	その他 Other	
大学/大学院修了(見込)年月 (Estimated) Graduation Date	年/Year 月/Month 日/Date		

### ■留学生情報 / International Student Information (For University Filing Purposes)

氏名 Name of Applicant			
国籍 Nationality			
在留資格/ Current Residence Status in Japan	なし None	留学 Student	その他: Other:
		在留期間満了日 Japanese Residence Status Expiry Date	年/Year 月/Month 日/Date
留学費用区分 Funding Category	国費(文部科学省) Japanese Gov. Sponsorship Applicant		私費 Privately Financed Applicant/ Applicant via other scholarship
来日(予定)日 (Scheduled) Arrival in Japan	年/Year 月/Month		

### ■国費留学生実績情報 / Past Record of Japanese Government Scholarship Award

過去の国費留学生実績 Have You Received Japanese Government Scholarship (MEXT) in the Past	なし No	あり Yes
「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	年/Year 月/Month 日/Date	
留学生期間：終了 Study Abroad Period : TO	年/Year 月/Month 日/Date	
受入大学 University Studied at		

入学試験要項に記載されている事項を全て理解し、上記の通り、立命館大学大学院の入学許可を申請します。

I understand all matters stated in the application guidelines and hereby apply for admission to the Graduate School of Ritsumeikan University.



申請年月日 Date of Application		同意欄 Consent Checkbox	
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該当する項目のみ記入・添付してください。

※日本国籍を有しない者のみ提出してください。多重国籍で日本国籍を有する者は提出不要です。

Complete only the sections that apply to you.

\*Only required from applicants who do not have Japanese nationality. This form is not required if you have multiple citizenships that include Japanese nationality.

## I. 在留資格について / Status of residence

以下のうち該当するものを選択し、記入してください。 / Complete only the sections that apply to you.

- A-1 現在（出願時点）在留カードを有しておらず、入学時に在留資格「留学」を取得する予定である。  
Currently (at the time of application), I do not have a Japanese Residence Card and I plan to obtain a "Student" status of residence at the time of enrollment.
- A-2 現在（出願時点）在留カードを有しておらず、入学時に「留学」以外の在留資格を取得する予定である。  
Currently (at the time of application), I do not have a Japanese Residence Card and I plan to obtain a status of residence other than "Student" at the time of enrollment.
- B-1 現在（出願時点）、在留資格「留学」の在留カードを有している。  
Currently (at the time of application) I have a "Student" status of Japanese Residence Card.  
現在通っている学校の卒業（または退学）年月を記入し、以下貼付欄に在留カードのコピーを貼付してください。  
Please write the scheduled date of graduation (or leaving) from the current educational institution and attach a copy of your residence card in the attachment area.

現在通っている学校の卒業（または退学）予定年月 Scheduled date of graduation (or leaving) from the current educational institution. *If you have already graduated (or left), enter the date of graduation (leaving).	(MM/YYYY)
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- B-2 現在（出願時点）、在留資格「留学」以外の在留カードを有している。  
Currently (at the time of application) I have a Japanese Residence Card other than the "Student" status.  
以下のうち該当するものを選択し、以下貼付欄に在留カードのコピーを貼付してください。  
Select the following applicable items and please attach a copy of your residence card in the attachment area.
- 入学までに在留資格「留学」へ変更する予定である。 / I plan to change my status of residence to "Student" by the date of enrollment.
- 在留資格「留学」へ変更する予定はない。 / I do not plan to change my status of residence to "Student".
- C 現在（出願時点）、特別永住者証明書や外務省発行の身分証明書、日米地位協定に基づく身分証明書を有している。  
Currently (at the time of application), I have a Special Permanent Resident Certificate, an identification card issued by the Ministry of Foreign Affairs or an identification card based on the Status of Forces Agreement between Japan and the U.S.

〈在留カードのコピー（表裏両面）貼付欄 / Attachment area of a Japanese Residence Card (Both sides)〉

※ B-1、B-2 に該当する者のみ / Only those who fall under B-1, B-2.

表面 / Front of card

裏面 / Back of card

## II. パスポートのコピーの提出 / A photocopy of applicant's passport information page

※出願時に有効期限内のパスポートを取得している者のみ（日本の永住権を有している方は提出不要）

\*Only those who have a valid passport at the time of application (Permanent residents of Japan are not required to submit.)

パスポートの氏名・生年月日が記載されたページを A4 サイズの用紙にコピーし、本様式とあわせて提出してください。

Make a photocopy of your passport information page showing your name and date of birth on an A4-size paper and submit it together with this form.

GS1

copy of passport

## III. その他 / Others

該当する項目のみ回答してください。 / Complete only the sections that apply to you.

### 1. 職歴 / Work experience

勤務先(所在地) / Name of employer (Address)	勤務内容 / Job description	勤務期間 / Period of employment
		(MM/DD/YYYY)
		(MM/DD/YYYY)

### 2. 兵役 / Military service

開始 / from	(MM/YYYY)	終了 / End	(MM/YYYY)
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以上のとおり、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)

氏名 / Name :





Current Position

9-2. 勤務先名 \_\_\_\_\_  
Name of the Employer / City Country

10. 2024年11月21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 Nov. 21, 2024.

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: <span style="float: right;">Year Completed:</span>
Name of Institution: <span style="float: right;">Location:</span>
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: <span style="float: right;">To:</span>

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: <span style="float: right;">To:</span>
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: <span style="float: right;">To:</span>
Annual Salary (in US\$):

Position:
Company:
Nature of Work:
Date of Employment (Month & Year) From: <span style="float: right;">To:</span>
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.)*