

Application Handbook 2024 Enrollment AO Admissions (English Basis)

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■ ISSE Course

Information Systems Science and Engineering Course, Department of Information Science and Engineering,
College of Information Science and Engineering

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IMPORTANT NOTES

- ☐ If the University determines that it is difficult to carry out admissions as stated in this Application Handbook due to the effect of COVID-19, there may be some changes. Changes regarding AO Admissions (English Basis) will be announced on this website: en.ritsumei.ac.jp/e-ug
- ☐ **The University will contact applicants through the online application system and/or E-mail. It is the applicant's responsibility to regularly check E-mail communication and the online application system, and respond in a timely manner.**
- ☐ All times in this Application Handbook indicate Japan Standard Time (UTC+09).

Admissions Guidelines

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1. Admissions Policy

Education and research at the College of Information Science and Engineering encompasses a wide range of topics. These relate to the core knowledge of technologies, and their application at the cutting edge.

Our educational goal is to develop specialists and researchers with expertise in utilizing computers to obtain effective and innovative solutions to unforeseen issues. Graduates of CISE will be ready to play the leading role in a variety of organizations at the global level.

With these objectives in mind, we welcome prospective students with the following qualities and attitudes.

- (1) The prospective students should have acquired logical thinking skills and fundamental understanding of mathematics and natural sciences necessary to pursue studies in information science.
- (2) For those who are to choose one of the six courses provided in Japanese, they should have sufficient Japanese proficiency to understand and produce Japanese texts, as well as the fundamental proficiency in English. For those who are to be enrolled in the course provided in English, they should be able to display sufficient command of English to pursue academic studies in the language.
- (3) They should have acquired academic underpinnings to start a wide range of studies at the tertiary education level.
- (4) They should have wide and keen interests in academic fields related to information technology.
- (5) They should be strongly motivated to acquire the fundamentals of programming.
- (6) They should have sincere motivation to acquire specialized and advanced knowledge and technologies, ethical attitudes, and leadership.

- (7) They should be fully aware of the significance of skills for problem-identifying/solving and those for communication, and are ready to improve those skills to the more advanced levels.

2. Target of This Admission Method

The College of Information Science and Engineering aims to educate students to become professionals who are able to play active and leading roles in information technology teams anywhere in the world. In the Information Systems Science and Engineering Course, an English-mediated, project-based program, students will have ample opportunity to acquire skills and knowledge in information systems engineering necessary to function as innovative and competent specialists. After successful completion of the program, graduates are expected to be able to apply engineering knowledge acquired to resolve current and future issues societies face globally.

We seek to attract students from all over the world who are determined to take full advantage of the learning opportunities and diverse environment offered in the ISSE Course, with an aim to acquire leadership skills to play key roles in a globalized society. Prospective applicants to the program must have high school level knowledge of mathematics and science, and also English proficiency sufficient to understand college-level lectures and exercises. The applicants must be eager to learn new technology, and be able to work both individually and as part of a team.

3. Number of Students Accepted

Enrollment	Number
April 2024	24

NOTE

- The number indicated is the total places available for all application periods for 2024 enrollment through the admission method “AO Admissions (English Basis)”. The schedule of other application periods will be announced in May 2023.
- The number of accepted students in each admission may be lower than the number indicated above depending on the number of applications and the admission results. Unfilled places will be filled through other admission methods.

4. Application Period and Other Key Dates

Enrollment	Period	Application Period	Result
April 2024	1	2023/2/15 Wed - 2023/3/7 Tue	2023/4/27 Thu

* Please see [8. Screening](#) for screening process.

5. Applying to Multiple Programs / Applying Multiple Times

(1) Applying to multiple programs at the same time

When applying to other English-medium undergraduate programs offered at Ritsumeikan University during the same application period, applicants must upload application documents and pay the application fee for each program. Applicants must prepare an additional letter of reference when applying to the ISSE Course, as the ISSE Course requires two letters of reference, while other programs only require one.

(2) Applying in more than one application period

There are multiple application periods set via this admission method and applicants can apply in more than one application period. In this case, applicants must upload application documents and pay the application fee for each application period.

6. Application Eligibility

Applicants MUST fulfill all of the following three requirements: [\(1\) Nationality](#), [\(2\) University Entrance Eligibility](#), and [\(3\) English Language Proficiency](#).

(1) Nationality

Applicants must meet one of the following requirements.

- Possess non-Japanese nationality.
- Possess only Japanese nationality and have graduated or are to graduate, by the time of enrollment, from a)

high schools/ senior secondary schools located abroad or b) international schools/ [foreign schools](#) located in Japan.

(2) University Entrance Eligibility

Applicants must meet one of the following criteria **before the enrollment date*** at **Ritsumeikan University**.

Applicants admitted into the University in the prospect of satisfying one of the requirements below should fulfill the requirement before the enrollment date; otherwise, the offer of admission will be revoked.

* Enrollment date: **April 1**

- | | |
|----|---|
| A. | Have completed a standard 12-year course curriculum, or an equivalent curriculum as designated by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) |
| B. | Have completed a 12-year course curriculum at an international school accredited by an international accrediting organization (WASC, NEASC, CIS or ACSI) |
| C. | Have completed a 12-year course curriculum at a school for international students in Japan accredited by MEXT to be equivalent to a high school outside of Japan |
| D. | Possess a qualification of the International Baccalaureate Diploma, Abitur, Baccalaureate, or GCE A-Level |
| E. | Have completed an 11-year standard education curriculum in countries specified by MEXT e.g., Belarus, Myanmar, Peru, Russia, Sudan, Uzbekistan |
| F. | Have completed school education in a country where the curriculum is shorter than 12 years and have completed a Japanese pre-university preparatory course accredited by MEXT |
| G. | Have passed an exam demonstrating equivalent academic ability to completion of a standard 12-year course curriculum outside Japan and have reached 18 years of age e.g., General Educational Development (GED) |
| H. | Have passed the High School Equivalency Exam (高等学校卒業程度認定試験) / the University Entrance Qualification Exam (大学入学資格検定) provided by MEXT in Japan and have reached 18 years of age |
| I. | Have been recognized, through an individual review by Ritsumeikan University, as having an academic ability equivalent to or greater than that of a person who has completed high school, from their academic background and other qualifications and have reached 18 years of age <ul style="list-style-type: none"> ❖ The University recognizes applicants who graduate from Korean senior schools (朝鮮高級学校 Chosen Kokyu Gakko) as having met this requirement. |
- Applicants who have completed a standard 12-year curriculum in less than 12 years with appropriate reasons, such as grade skipping or early graduation, will be regarded as having met the requirement.

Inquiry regarding eligibility

Applicants who wish to apply and are unsure if they meet the eligibility requirement, or those who wish to apply under “**Criteria I.**” must contact the International Admissions Office three weeks prior to the start date of the application period. Visit en.ritsumeikan.ac.jp/e-ug/apply/ru_inquiry.html to place an inquiry.

(3) English Language Proficiency

(3)-A. English Test Score

(3)-B. Score Waiver

(3)-A. English Test Score

- Applicants must take one of the tests listed below and achieve the minimum score indicated.
- The English tests must have been taken **within the two-year period before the last date of the application period** that the applicant applies for and the test score must be available during the application period.

TOEFL iBT® Test	71	The University accepts TOEFL iBT® Home Edition. The University only accepts TOEFL iBT® scores from a single test date, not MyBest™ scores.
IELTS Academic Module	5.5	The University accepts IELTS Indicator.
TOEIC® L&R Test	730	
Duolingo English Test	95	

- The University does not accept institutional tests such as TOEFL ITP® Test or TOEIC® IP Test.

TOEIC® and TOEFL® are registered trademarks of Educational Testing Service (ETS).

(3)-B. Score Waiver

Submission of English test scores listed above is not required of applicants whose most recent 6 years of formal education before the enrollment date were conducted and instructed only in English.

For details on documents to be submitted instead of the English test scores, please consult [7.\(3\) Submission of Application Documents](#).

7. Application Procedure

- (1) [Application Overview](#)
- (2) [Online Application System “The Admissions Office \(TAO\)”](#)
- (3) [Submission of Application Documents](#)
- (4) [Application Fee](#)

(1) Application Overview

To complete an application, applicants must submit required documents and pay the application fee during the application period. Please check the chart below for the methods and deadlines of each application procedure.

WHAT TO DO	WHEN
Create account on the online application system “TAO”	By the application deadline
Register application and upload documents	
Request and submit letters of reference	From 10:00 AM on the first day of the application period until 11:00 PM on the last day of the application period
Pay application fee	

IMPORTANT NOTES

Submission of application documents and payment of application fee(s) must be completed by the end of the application deadline. The University will NOT accept applications submitted after the application period.

(2) Online Application System “The Admissions Office (TAO)”

Applications must be submitted via the online application system “TAO”. To create an account, access [admissions-office.net/en/portal](#). Applicants must first create an account on TAO. After creating the TAO account, select Ritsumeikan University and the program to process the application.

- Once completing an application, applicants must click the “**Complete my application**” button and confirm the application status has been changed to “**Application Completed**”.
- By creating an account on TAO, applicants agree to the terms of use and handling of personal information designated by TAO Co.,Ltd..

(3) Submission of Application Documents

Applicants must fill in the necessary information and submit the required documents online through TAO unless otherwise indicated. The information and documents include, but are not limited to, the following items. **See the instructions in the following pages before uploading.**

Application Documents		Original Required after Acceptance ^{*1}
Required for all applicants	Photocopy of Passport	
	Documents Proving University Entrance Eligibility	✓
	Academic Transcripts	✓
	Documents Proving English Language Proficiency	✓
	Application Essays	
	ID Photograph	
	Letters of Reference	
Required for relevant applicants	Photocopy of Residence Card	
Optional	Standardized Tests / National University Entrance Exams	✓
	Awards	✓

*1 Once accepted to the University, applicants must submit the following documents by post.

- The original or the certified true copy of documents proving university entrance eligibility
- The original or the certified true copy of academic transcripts
- Documents Proving English Language Proficiency
- Standardized tests / National university entrance exams
- Awards

In principle, applicants who only have soft copies of the above documents at the time of application must obtain original hard copies to be sent to the University after acceptance. For details, see [3. Submitting Enrollment Documents](#).

IMPORTANT NOTES

- ❑ **If any false information or forgeries are found in the submitted documents before or after enrollment, application and acceptance into the University will be revoked.**
- ❑ **For documents that require submission of the original, applicants must keep the original documents they uploaded with the online application. Acceptance to the University will be revoked if:**
 - the applicant fails to submit the original/certified documents they uploaded with the online application.
 - any discrepancies considered as falsification/fabrication of application documents are found between the documents submitted at the time of application and the original/certified documents submitted after acceptance.
- ❑ The University may contact the issuing bodies, such as educational institutions (e.g., high schools), government, exam boards, and test providers to confirm credibility of submitted documents.
- ❑ All documents must be written in either English or Japanese. For documents that are not written in English or Japanese, **an official translation must be submitted along with the original**. Academic transcripts that are not written in English or Japanese must be translated into English. Translations certified by an embassy/consulate or an appropriate private office will be accepted. If the translation is to be done by a private company, etc., the translation should clearly indicate the agency and be signed or stamped by the translator.
- ❑ No changes to the application are allowed once submitted unless instructed by the University.
- ❑ Documents other than indicated will not be considered as a part of an application.
- ❑ The University will not accept incomplete application documents. When required by the University, applicants must take appropriate action, such as submitting additional documents, by each indicated deadline.
- ❑ Confidential documents officially sealed in an envelope by the issuing body to be submitted to the University directly, must be sent by post to the International Admissions Office, instead of being uploaded to TAO. See [Posting Documents](#) for instructions.

Photocopy of Passport

Upload a photocopy of the page showing the photo, name, and passport number.

- If an applicant possesses more than one nationality, submit copies of ALL passports.
- If an applicant does not have a valid passport, submit a photocopy of another official certificate, such as a birth certificate or an official registry.

Documents Proving University Entrance Eligibility

Upload documents as instructed below depending on the university entrance eligibility criteria the applicant falls under.

- See [6. \(2\) University Entrance Eligibility](#) for details of each criterion.
- The documents must include a school stamp or a school official's signature. Official digital documents issued by either educational institutions (e.g., high schools), governments, exam boards, or test providers are also acceptable.

Criteria	Documents to upload
A, B, C	<p>Documents that prove completion (or scheduled completion) of a standard 12-year school curriculum (e.g., Certificate of High School Graduation, Certificate of Scheduled High School Graduation, High School Diploma) <i>If necessary, a template for 'Certificate of (Scheduled) High School Graduation' can be downloaded here: en.ritsumei.ac.jp/e-ug/form.html</i></p> <ul style="list-style-type: none"> Applicants from countries/regions where high school graduation certificates are not issued, and the national exam (or equivalent) results serve as a qualification for university entrance and completion of secondary education, must provide the original certificate(s) of these exam results. Applicants who have not yet taken these exams at the time of application must ask the school to provide a letter which proves scheduled attendance in such exams by detailing the month and year of the examination. If an applicant completes a 12-year school curriculum in less than 12 years by grade skipping or early graduation, submit an official document issued by the school explaining the reason for the early completion and details such as the skipped grade and date.
	<p>Diploma and certificate of results of International Baccalaureate or Baccalaureate. Certificate of results of Abitur or GCE A-Level.</p> <p>D Applicants who will obtain these qualifications after the application deadline must submit the following:</p> <ul style="list-style-type: none"> IB Full Diploma Candidates: IB Predicted Grades GCE A-Level Candidates: Predicted GCE A-Level Grades Abitur/ Baccalaureate Candidates: A letter from the school which states the month and year of the scheduled attendance in the Abitur/ Baccalaureate final examination
E	<p>Documents that prove completion (or scheduled completion) of a standard high school/senior secondary school curriculum (e.g., Certificate of High School Graduation, Certificate of Scheduled High School Graduation, High School Diploma) <i>If necessary, a template for 'Certificate of (Scheduled) High School Graduation' can be downloaded here: en.ritsumei.ac.jp/e-ug/form.html</i></p>
F	<p>Both of the following:</p> <ol style="list-style-type: none"> 1) Certificate of High School/Senior Secondary School Graduation 2) Certificate of (scheduled) Graduation of Japanese Pre-university Preparatory Course
G	Pass Certificate and grades
H	Pass Certificate of High School Equivalency Exam (高等学校卒業程度認定試験) / the University Entrance Qualification Exam (大学入学資格検定)
I	Document(s) which prove eligibility for university entrance under the condition stated in 6. (2) University Entrance Eligibility

Academic Transcripts

Upload academic transcripts for all grades of high school or senior secondary education.

- Applicants who have not yet graduated from high school must submit the most recent transcripts available. However, all transcripts up to the final academic year must be submitted. For example, academic transcripts for all grades through 11th grade are required in a 12-year education curriculum.
- The academic transcripts must include a school stamp or school official's signature.
- Official digital documents issued by either educational institutions (e.g., high schools), governments, exam boards, or test providers are also acceptable.
- If the transcript consists of multiple documents, please combine these documents into one single PDF document in chronological order.
- Applicants who have enrolled at a tertiary education institution (university, college, etc.) after completing secondary education must submit the academic transcripts with grades for the period attended.

Documents Proving English Language Proficiency

Upload one of the following documents in accordance with the requirements on [6. \(3\) English Language Proficiency](#).

TOEFL iBT® Test
A copy of the Test Taker Score Report
* Request ETS to send an Institutional Score Report (Official Score Report) to the University after being accepted, before the deadline of the "Document Submission 1" period. (Institution Code: 0659)
IELTS (Academic Module)
A copy of IELTS (Academic Module) Test Report Form

IELTS Indicator

- 1) A screenshot of IELTS Indicator result and
- 2) Request the testing organization to send the score online to Ritsumeikan University. The result must be received by the University by the application deadline.

TOEIC® L&R Test

A copy of TOEIC® L&R Test Official Score Certificate

Duolingo English Test

- 1) A screenshot of Duolingo English Test score certificate and
- 2) Send test result online via [Duolingo English Test website](#). Choose “Ritsumeikan University” from the list when choosing the organization. The test result must be received by the University by the application deadline.

Proof of English Test Score Waiver

Evidence that the most recent 6 years of formal education before the enrollment date were conducted and instructed only in English. Evidence is required from all schools enrolled during the 6 years.

The University accepts evidence such as:

- A letter or a school profile that states the medium of instruction
- [English Language Test Score Waiver Request Form](#)

Application Essays

Applicants must write their application essays on the online application system “TAO”. Applicants must write three essays. The topic of each essay is as stated below.

- The essays must be typed in English.
- Plagiarism (drawing or copying any ideas from someone else without crediting the source) is deemed a dishonest act and the application will not be considered.
- Make sure to have correct citations in the main body of the essay whenever referring to specific data, facts or opinions. Also make sure to create a reference list.

	Topic	Word Limit
#1	Describe reason(s) you would like to enter the Information Systems Science and Engineering Course at Ritsumeikan University.	300
#2	Write about school or learning experiences that you are proud of, and how they influenced your desire to study at university.	300
#3	What is an IT/ICT technology or computer science method you would definitely like to study if accepted to ISSE? What would this technology or method be used for?	600

ID Photograph

Upload a photograph that meets the following requirements.

- The photo must:
 - be in color, taken within three months before the application.
 - show a front view above the chest level with a plain background.
- No caps or hats are allowed.
- Cutouts from personal photos are not acceptable.

Letters of Reference

2 letters

Send a request for the letters of reference to the referees via TAO. The letters must be directly submitted to TAO applications by referees.

- The letters must be written in English or Japanese by teachers/staff members at applicant's school.
- If the applicant has already graduated from high school and cannot obtain a letter of reference from teachers/staff members of the school, letters from those who know the applicant well, such as supervisors or managers at place of employment may be acceptable. Recommendations from family members or friends are NOT acceptable.
- The University may contact referees for confirmation.

Photocopy of Residence Card *Relevant applicants only

Non-Japanese applicants who have residence status in Japan at the time of application must submit copies of both sides of their residence card (在留カード, Zairyu-Card).

Standardized Tests / National University Entrance Exams *Optional

Submission of standardized test scores / national university entrance exam results is optional. Documents that can be submitted are as follows:

- Certificate(s) of results for standardized tests such as SAT, ACT, etc.
 - ❖ SAT Subject Tests are not accepted.
 - ❖ Request College Board to send the official score report to the University after being accepted, before the deadline of the "Document Submission 1" period. (College Code: 5766)
- Certificate(s) of results for national university entrance exams or equivalent (for those countries that hold such exams)

Awards *Optional

- An applicant may upload evidence of awards (copies of certificates and contact information for the awarding organizations) received for achievements in mathematics, science, and computer programming.
- Awards in fields other than the three aforementioned areas will not be considered.

Posting Documents *Only where applicable

- Confidential documents officially sealed in an envelope by the issuing body must be sent by post to the International Admissions Office, instead of being uploaded to TAO. For example, if it is school policy to not disclose documents (such as transcripts) to students directly, they must be sent by post.
- **These documents must be postmarked or collected by the courier service by the application deadline.**
- The University does not notify applicants about the delivery status of documents.
- Specify the documents being sent by post in the designated fields in TAO.
- **DO NOT USE REGULAR MAIL.** To submit from outside Japan, applicants must use traceable EMS or a courier service (DHL, FedEx, OCS, etc.). To submit from Japan, applicants must use registered express mail (簡易書留速達郵便, Kanikakitome Sokutatsu Yubin).

MAILING ADDRESS TO SUBMIT

International Admissions Office at Kinugasa Campus
Ritsumeikan University
56-1 Tojiin Kitamachi, Kita-ku, Kyoto
603-8577 (or 603-8346), Japan
TEL: +81-75-465-8162

(4) Application Fee

- Application fee amount: **5,000 JPY**
- Transaction fees must be paid by the applicant.
- Payment can be made via TAO. The application fee is referred as "Examination Fee" on TAO.

IMPORTANT NOTES

- ☐ **The University will NOT accept an application unless we are able to confirm receipt of the application fee by the designated application deadline.**
- ☐ The application fee will not be refunded in any circumstances, including overpayment, as it will cover the administrative cost of application processing and eligibility evaluation.
- ☐ Applicants who wish to pay via wire transfer must contact the International Admissions Office at least one week before the relevant application deadline.

8. Screening

The decision on an application will be made based on a review of application documents.

Document Screening



Result

9. Notification of Results

(1) Notification of Application Number

The application number will be used for identification of applicants throughout the application and enrollment procedures. Applicants will be notified of their application numbers through TAO by the date of notification of results.

(2) Notification of Results

The result will be announced through TAO (Click the "View my screening results" button under the completed

application) at 9:30 AM on the date indicated as “Result” in [4. Application Periods and Other Key Dates](#). The University will not provide any further information regarding the results.

10. Notes for Applicants

- (1) In order for applicants to better understand Information Systems Science and Engineering, in addition to completing basic Algebra subjects, taking at least one subject of Physics, Chemistry, Biology, and Computer Science is recommended. However please note that this will not affect the application procedure or university entrance eligibility.
- (2) The College of Information Science and Engineering will be relocated to the Osaka Ibaraki Campus in April 2024. See [here \(en.ritsumei.ac.jp/e-ug/update/relocation.html/\)](http://en.ritsumei.ac.jp/e-ug/update/relocation.html/) for details.

Admissions Support for Applicants with Disabilities or Medical Conditions

If an applicant requires special assistance during the admission process and/or class work after admission due to illness, injury, or physical disability, please contact the International Admissions Office one month prior to the beginning of the application period. In case of delay of contact or depending on content of request, the University might not be able to confirm necessary support measures in advance. People considering an application should contact the International Admissions Office as soon as possible. Information about requests will be shared with relevant sections of the University.

Enrollment Procedures

1. [Important Dates](#)
2. [Payment of Enrollment Procedure Fees](#)
3. [Submitting Enrollment Documents](#)

- Enrollment procedures consist of paying enrollment procedure fees (admission fee and tuition fees) and submitting the required enrollment documents that will be sent to successful applicants around 2-4 months before the enrollment date.
- These procedures must be completed within the designated time periods.
- Further information will be instructed to successful applicants with notification of the application results by E-mail.

IMPORTANT NOTES

- ❑ **If applicants do not complete the procedures by the final date of each period, enrollment into the University will be cancelled.**
- ❑ Applicants who could only obtain unofficial transcripts at the time of application must submit the official academic transcripts at the time of Document Submission 1. This official document must state the same contents as the unofficial transcripts submitted at the time of application.

1. Important Dates

Glossary

Payment 1	Payment of admission fee
Payment 2	Payment of tuition fee(s) and miscellaneous membership fees
Document Submission 1	<ul style="list-style-type: none"> • Original or the certified true copy of documents proving the university entrance eligibility *For those who will have graduated by the period for Document Submission 1 • Original or the certified true copy of academic transcripts • Documents Proving English Language Proficiency • Standardized tests / National university entrance exams • Awards • COE application and relevant documents *international students only
Document Submission 2	<ul style="list-style-type: none"> • Original or the certified true copy of documents proving university entrance eligibility *For those unable to submit during the period for Document Submission 1 as they will not have graduated by then • Other enrollment documents

Enrollment	Period	Payment 1	Payment 2	Document Submission 1	Document Submission 2
April 2024	1	2023/4/28 Fri - 2023/5/11 Thu	2023/9/29 Fri - 2023/10/19 Thu	2023/11/17 Fri - 2023/11/30 Thu	2024/3/8 Fri - 2024/3/18 Mon

2. Payment of Enrollment Procedure Fees

(1) Payment Steps

Payment 1: Admission Fee

- The admission fee must be paid during the period for Payment 1.
- Please note that once it has been received, the admission fee cannot be refunded in any circumstances.

Payment 2: Tuition Fee(s) and Miscellaneous Membership Fees

- The tuition fee(s) must be paid during the period for Payment 2.
- Miscellaneous membership fees for 2024 are collected at the same time.

(2) Payment Options

To make payment of enrollment procedure fees, the following payment methods are available.

Option A) Pay in 2 Installments

- 1) Pay admission fee during the period of Payment 1.
- 2) Pay tuition fees for the first and second semesters together during the period of Payment 2.

Option B) Pay in 3 Installments

- 1) Pay admission fee during the period of Payment 1.
 - 2) Pay tuition fee for the first semester during the period of Payment 2.
 - 3) Pay tuition fee for the second semester by November 30, 2024.
-

(3) Refund of Tuition Fees When a Student Cancels Enrollment

If a successful applicant cancels enrollment by March 31, 2024 for April 2024 Enrollment by submitting the designated form “Notification of Withdrawal Enrollment and Refund Form”, tuition fees and membership fees will be refunded to the applicant.

- The admission fee will not be refunded in any circumstances.
- No claims for refund will be accepted on or after April 1, 2024.
- For a copy of the designated form, please consult the refund policy, which can be found on the “[After Admission](#)” website: en.ritsumei.ac.jp/e-ug/apply/afteradmissions.html/.

3. Submitting Enrollment Documents

Certain enrollment documents must be submitted through the online enrollment system while other documents must be submitted by methods including post. Official digital documents can be submitted online directly from the issuing body, such as educational institutions (e.g., high schools), governments, exam boards, or test providers. Refer to details in the “[After Admission](#)” website for successful applicants.

- Successful applicants living outside Japan must use traceable EMS or a courier service (DHL, FedEx, OCS, etc.) to submit enrollment documents.
- Successful applicants living in Japan must use registered express mail (簡易書留速達郵便, Kanikakitome Sokutatsu Yubin) to submit enrollment documents.
- The package containing the enrollment documents **must be postmarked or collected by the courier service by designated deadlines**.
- Certain documents such as TOEFL® Score Reports, SAT and ACT scores must be sent directly to the University from the official body. Ritsumeikan University's institution codes are as follows:
 - TOEFL®: 0659
 - SAT: 5766
 - ACT: 1366

Admission Fee, Tuition Fees, and Other Membership Fees

1. [University Fees and Other Fees for Students Enrolling in 2024](#)
2. [Student Government Board, Parents Association of Student Education Assistance and Academic Association](#)

1. University Fees and Other Fees for Students Enrolling in 2024

Fees for 2024 enrollees will be released on the website once finalized: en.ritsumei.ac.jp/e-ug/financial_info/fees.html/. For reference, fees below are for students who enrolled in 2023.

(1) [Admission Fee and Tuition Fees](#)

(2) [Miscellaneous Membership Fees](#)

(3) [Payment Amount for Each Step of the Enrollment Procedures](#)

(1) Admission Fee and Tuition Fees

FOR REFERENCE Fees for students enrolled in 2023 (Unit: JPY)

Program	AY 2023				AY 2024 and beyond	
	Admission Fee	Tuition for Spring Semester	Tuition for Fall Semester	Total	Tuition Per Semester	Total
ISSE Course	200,000	785,400	785,400	1,770,800	785,400	1,570,800

NOTE

- Spring Semester: April to September / Fall Semester: September to March
- The admission fee is paid only in the first year.
- Separate fees may be charged if a student takes certain courses.
- Changes to tuition fees may be proposed when social factors such as rapid inflation have a significant impact on the University.
- Payment of the miscellaneous membership fees detailed in [\(2\) Miscellaneous Membership Fees](#) is carried out at the same time as payment of tuition fees.

(2) Miscellaneous Membership Fees

The University collects fees on behalf of the various groups detailed in the table below. These membership fees are collected at the same time as tuition fees.

FOR REFERENCE AY 2023 fees for students enrolled in 2023 (Unit: JPY)

Program	Student Government Board		Parents Association of Student Education Assistance		Total
	Registration Fee	Annual Membership Fee	Registration Fee	Annual Membership Fee	
ISSE Course	3,000	5,000	5,000	10,000	23,000

NOTE

- Registration fees for the Student Government Board and Parents Association of Student Education Assistance are only collected in the first year.
- Membership fees for the Student Government Board and Parents Association of Student Education Assistance can only be paid in one payment.

(3) Payment Amount for Each Step of the Enrollment Procedures

FOR REFERENCE AY 2023 fees for students enrolled in 2023 (Unit: JPY)

Program	Payment 1	Payment 2		
		(a)Paying Fees in Full Tuition Fee for Spring & Fall Semester	(b)Paying in 2 Installments Tuition Fees for Spring Semester	(c) Paying in 3 Installments Tuition Fees for Fall Semester
ISSE Course	200,000	1,593,800	808,400	785,400

* See [2. \(2\) Payment Options](#) for details on payment options.

NOTE

The University will send information to the student about Payment 2 in September 2023. If a student pays in 3 installments, the University will send information to the student about tuition fee for fall semester in October 2024. The tuition fee payment deadline for the fall semester (if paying in 3 installments) is November 30, 2024. If financial institutions are closed on November 30, the payment deadline will be the next business day.

2. Student Government Board, Parents Association of Student Education Assistance and Academic Association

(1) Student Government Board

The Ritsumeikan University Student Government Board is a self-governed organization made up of Ritsumeikan University students with the aim of contributing to the improvement and expansion of both academic and extra-curricular activities as well as the development of the academy. The student government board is involved in conducting scholastic, athletic, and volunteer extracurricular activities, such as welcome events for new students and the yearly school festival, as well as contributing to the improvement of the overall learning environment and convenience of student life. These activities are conducted using various grants and subsidies from the University as well as membership dues.

Membership fees are mainly used for various initiatives of the student union such as organizing welcome events for new students and school festivals, and supporting students' extracurricular voluntary activities groups. The University supports the activities of the union because it believes that these autonomous and voluntary activities by students are an important aspect of their personal development. The University is also partly responsible for managing the union's budgets and formulating policies for their activities.

(2) Parents Association of Student Education Assistance

The Parents Association of Student Education Assistance strives to support educational activities and increase communication between students and parents in accordance with the educational policies of Ritsumeikan University while also promoting friendship between its members. This includes supporting student life through social activities and scholarships as well as conducting activities to support students in their search for post-graduate employment.

1. Status of Residence of International Students

In principle, individuals without Japanese nationality or a valid status of residence in Japan must acquire the status of residence “Student” in order to enter Japan as a university student. International students at Ritsumeikan University are, in many cases, required to possess the status of residence “Student” in order to apply for scholarships.

2. COE and Obtaining a Student Visa

In order to acquire the status of residence “Student”, individuals without Japanese nationality must show a “Student” visa at the immigration control when entering Japan. A “Student” visa will be issued at a Japanese embassy or consulate in the country or region of residence.

To apply for a “Student” visa, students will need to submit a “Certificate of Eligibility (COE)”. The COE can only be issued by the immigration bureau in Japan (Immigration Services Agency of Japan) when the proxy in Japan, such as the University students intend to enroll at, makes an application on their behalf.

The University will apply for the COE on behalf of the successful applicants from outside Japan only when we judge that a COE is necessary for them and that they meet all the following requirements.

- (1) Applicant is currently living outside of Japan and requires a COE to obtain a “Student” visa.
- (2) Applicant has paid the admission fee, tuition fee(s), and other required fees by the stipulated deadline.
- (3) Applicant has submitted all the required documents by the stipulated deadline and can prove that they have sufficient finances available to cover their period of study.

Before applying for the COE on behalf of the successful applicants, the University must confirm the applicant’s intent to enroll. The University considers payment of all required enrollment procedure fees by the successful applicants to be a confirmation of their intent to enroll.

Applicants who are to obtain a “Student” visa, must submit the required documents during the “Document Submission 1” period specified in [3. Submitting Enrollment Documents](#).

More information about the procedures relating to acquiring a status of residence in Japan will be provided in “[After Admission](#)” website.

NOTE

- Those with Japanese nationality and those living in Japan who possess a valid Japanese residence card with a valid residence status do not need to apply for a Certificate of Eligibility (COE).
- The University will not provide support for students who intend to apply for visa types other than the “Student” visa.
- For those in Japan on a “Short-Term Stay” travel visa: Ritsumeikan University does not accept applications to change a person's residence status from “Short-Term Stay” to “Student” while in Japan.

Ritsumeikan University Tuition Reduction Scholarship for International Students

This scholarship is only for students who possess the status of residence “Student” by the time of enrollment and who need financial support to pursue their study at the University. A tuition reduction of at least 20% is awarded, with 50% and 100% offered to the most outstanding applicants. The recipients and amount of tuition reduction will be determined based on applicants’ screening results.

- Students in their second year and above who have fulfilled the grade criteria are able to apply for tuition reduction. Tuition reduction category selection will be based on the grades that the student has obtained.
- Information on other scholarships is also available on the website: en.ritsumei.ac.jp/e-ug/

Type	Reduction	Period
Undergraduate I	100% of Tuition	One Year
Undergraduate II	50% of Tuition	
Undergraduate III	20% of Tuition	

Personal Information Policy

Personal information collected from individuals during the admissions process will be handled in accordance with the following.

1. Purpose of Use of Personal Information

- (1) To carry out the admissions process, such as screening, mailing interview information sheets, holding interviews, etc.
- (2) To notify results
- (3) To send various questionnaires after admission
- (4) To send enrollment-related documents
- (5) To send information regarding student life, such as housing, insurance, National Federation of University Co-operative Associations, etc.
- (6) To conduct Japanese Language Proficiency Questionnaire *only object person
- (7) To make documents relating to the Certificate of Eligibility
- (8) To support student studies and student life post-enrollment, personal information will also be used for the following purposes (*Only for those who complete enrollment procedures):
 - Student registration, course management, grade management, tuition management, and other academic support
 - Student life counselling, extracurricular activity support, scholarship management, health and hygiene management, and other support for student life
 - Career guidance, job hunting support, management of career information, and other support relating to post-graduation pathways
 - Notification of grades to guardians, and consultation with guardians regarding courses, grades, and career paths
 - Entrance examination and enrollment procedures
 - Sending of various informative materials to schools under the Ritsumeikan Trust
 - Management and security of on-campus facilities and equipment
 - Issuance of certificates
 - Providing necessary information to domestic and overseas partner universities and institutions
 - Ritsumeikan University Partner Universities and Institutions:
https://www.ritsumei.ac.jp/international/pdf_j/RU_partner_universities_and_Institutions.pdf
 - Providing necessary information to organizations that offer scholarship programs
 - Providing necessary information to Student Government Board
 - Providing necessary information to Alumni Association
 - Providing necessary information to organizations run by parents of students
 - Providing necessary information to organizations approved by the Ritsumeikan Trust Personal Information Protection Committee
 - University evaluation (self-evaluation, third-party evaluation, accreditation evaluation, etc.) and various statistical surveys
 - Education, research, and faculty development activities
 - Other purposes related to or incidental to the above items

2. Management of Personal Information

Ritsumeikan University will manage the personal information of applicants in compliance with relevant Japanese laws and regulations. Information will be managed securely to prevent loss, destruction or divulgence.

3. Outsourcing Services Associated with the Provision of Personal Data

Ritsumeikan University may outsource certain work that includes the handling of personal data to a third-party entity having executed an agreement on the proper handling of personal information.

4. Statistical Use of Personal Information

Ritsumeikan University may use data extracted from applicants' personal information to conduct various statistical analyses to be used for surveys and research relating to the admission process. This data may also be provided to students interested in applying to Ritsumeikan University. However, the University shall ensure that any information made public cannot be used to identify specific individuals.