

## Application Handbook

### 2026 Enrollment Recommendation Admissions (English Basis)

Publish Date: November 2024

#### ■ 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 unforeseen circumstances, there may be some changes. Changes regarding Recommendation Admissions (English Basis) will be announced on this website: [en.ritsumei.ac.jp/e-ug](http://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

### 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 2026	6

#### NOTE

- Numbers indicated are total places available for all application periods for 2026 enrollment through the admission method "Recommendation Admissions (English Basis)".
- 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	Interview	Final Result
April 2026	1	2025/2/12 Wed - 2025/3/4 Tue	2025/5/10 Sat, 2025/5/11 Sun	2025/5/22 Thu

\* Please see 8. Screening for screening process.

### 5. Applying to Multiple Programs

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 do not need to prepare a different letter of reference for each program as one can be used for all applications.

### 6. Application Eligibility

Applicants MUST fulfill all of the following three requirements: (1) Recommendation under the Agreement, (2) University Entrance Eligibility, and (3) English Language Proficiency.

#### (1) Recommendation under the Agreement

Applicants must be recommended by the principal of a school with which Ritsumeikan University has signed an agreement.

#### (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**

- 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)
- Have completed a 12-year course curriculum at an international school accredited by an international accrediting organization (WASC, NEASC, Cognia, COBIS, CIS or ACSI)
- 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](#)
- Possess a qualification of the International Baccalaureate Diploma, Abitur, Baccalaureate, GCE A-Level, International A-Level, or European Baccalaureate

- 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.

### (3) English Language Proficiency

#### (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 in and the test score must be available during the application period.

<b>TOEFL iBT® Test</b>	71	<ul style="list-style-type: none"><li>• The University does not accept the TOEFL iBT® Home Edition or the TOEFL® Essentials™ Test.</li><li>• The University only accepts TOEFL iBT® scores from a single test date, not MyBest® scores.</li></ul>
<b>IELTS Academic Module</b>	5.5	<ul style="list-style-type: none"><li>• The University does not accept IELTS Online or IELTS Indicator.</li><li>• IELTS One Skill Retake is not acceptable.</li></ul>
<b>TOEIC® L&amp;R Test</b>	730	-
<b>Duolingo English Test</b>	95	-

- The University does not accept institutional tests such as the 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

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	From <b>10:00 AM</b> on the first day of the application period until <b>11:00 PM</b> on the last day of the application period
Request and submit letter of reference	
Pay application fee	

### IMPORTANT NOTES

**Submission of application documents and payment of application fee(s) must be completed by the end of each 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](https://admissions-office.net/en/portal). Applicants must first create an account on TAO.

The link for the application of this admission method will be announced on [our website \(en.ritsumei.ac.jp/e-ug/apply/download26/ra.html\)](https://en.ritsumei.ac.jp/e-ug/apply/download26/ra.html) before the start of the application period.

- Once completing an application, applicants must click the “**Complete my application**” button and confirm the application status has 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 <sup>*1</sup>
Required for all applicants	Certificate of Recommendation	
	Photocopy of Passport	
	Documents Proving University Entrance Eligibility	✓
	Academic Transcripts	✓
	Documents Proving English Language Proficiency	✓
	Application Essays	
	Applicant's Photo	
	Letter of Reference	
Required for relevant applicants	Photocopy of Residence Card	
Optional	Standardized Tests / National University Entrance Exams	✓
	Awards	✓

<sup>\*1</sup> 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

Applicants must keep the original documents they uploaded with the online application. Those 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.

#### Documents that can be directly submitted by the school \*Optional

The following documents can be submitted by the school on behalf of the applicant. In this case, applicants must send a request to the school via TAO for the school to upload these documents to TAO.

- [Certificate of Recommendation](#)
- Documents Proving University Entrance Eligibility
- Academic Transcripts
- [English Language Test Score Waiver Request Form](#)

#### IMPORTANT NOTES

- ☐ 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.
- ☐ The University may require submission of original documents at the time of application.
- ☐ All documents, except for the letter of reference, 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 a public institution, such as an embassy or 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 those indicated will not be considered 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.

#### Certificate of Recommendation

Upload a photocopy of the Certificate of Recommendation signed by the school principal at the applicant's school. Download the form [here: en.ritsumei.ac.jp/e-ug/apply/download26/download.html/](http://en.ritsumei.ac.jp/e-ug/apply/download26/download.html/)

- The Certificate of Recommendation can also be submitted directly by the school. In this case, applicants must send a request to the school via TAO for the school to upload the document to TAO.
- The University may contact the principal for confirmation.

## 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 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, D	<b>Documents that prove scheduled completion of a standard 12-year school curriculum (e.g., certificate of scheduled high school graduation)</b> *If the transcript indicates the expected graduation date, submission of a certificate of scheduled high school graduation is not required.						
	<ul style="list-style-type: none"><li>• If necessary, a template for ‘Certificate of (Scheduled) High School Graduation’ can be downloaded <a href="http://en.ritsumei.ac.jp/e-ug/form.html">here: en.ritsumei.ac.jp/e-ug/form.html</a></li><li>• 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.</li></ul>						
	<b>Applicants who fall within the specified categories below must submit the following documents, in addition to the documents mentioned above.</b>						
D	<table><tr><th>IB Diploma Programme</th><th>Diploma Candidates</th><th>IB Predicted Grades</th></tr><tr><td>GCE A-Level / International A-I level</td><td>GCE / International A-I level Candidates</td><td>Predicted GCE / International A-I level Grades</td></tr></table>	IB Diploma Programme	Diploma Candidates	IB Predicted Grades	GCE A-Level / International A-I level	GCE / International A-I level Candidates	Predicted GCE / International A-I level Grades
IB Diploma Programme	Diploma Candidates	IB Predicted Grades					
GCE A-Level / International A-I level	GCE / International A-I level Candidates	Predicted GCE / International A-I level Grades					

## Academic Transcripts

Upload academic transcripts for all grades of high school or secondary education from Grade 10 onwards.

- 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.

## Documents Proving English Language Proficiency

Submit the specified documents below and provide information in accordance with the requirements on 6. (3) English Language Proficiency.

<b>TOEFL iBT® Test</b>
1) A copy of the Test Taker Score Report and
2) Enter your Appointment Number into the online application system "TAO"
* Request ETS to send the Institutional Score Report to the University after being accepted, before the deadline of the "Document Submission 1" period. (Institution Code: 0659)
<b>IELTS (Academic Module)</b>
1) A copy of the IELTS (Academic Module) Test Report Form and
2) Enter your TRF Number into the online application system "TAO"
<b>TOEIC® L&amp;R Test</b>
A copy of the TOEIC® L&R Test Official Score Certificate / Digital Official Score Certificate
<b>Duolingo English Test</b>
1) A copy of the Duolingo English Test score Official Certificate and
2) Send test result online via the <a href="https://duolingo.com/">Duolingo English Test website</a> . Choose "Ritsumeikan University" from the list when choosing the organization. The test result must be received by the University by the relevant 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 in during the 6 years, unless the latest school can confirm the language of instruction of previous schools.

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 submit their application essays on the online application system “TAO”. The topic of each essay and the number of essays required are 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

### Applicant's Photo

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.
- Digital alteration of the photo is not permitted.

### Letter of Reference

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

- Submit one letter of reference.
- The letter must be written in English by a teacher/staff member at the applicant's school.
- The University may contact the referee 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.
  - ❖ Request ACT Inc. to send the official score report to the University before the application deadline.
  - ❖ Ritsumeikan University Code: [SAT:5766] [ACT:1366]
- 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.



#### (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 to as an “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

#### (1) Screening Process

The decision on an application will be made based on a review of application documents and the applicant's performance in the interview.



#### (2) Interview

Interviews will be either a web-based interview or a telephone interview.

Details of the interview, such as the interview method, date, and time, will be determined by the University and notified to applicants at least one week before the interview.

- Applicants cannot choose the interview method, date or time.
- Applicants do not need to come to Ritsumeikan University for the interview.

#### IMPORTANT NOTES

- ☐ The interview dates may be changed due to unforeseen circumstances.
- ☐ The University will not bear any responsibility for the cost incurred due to a change of interview date.
- ☐ If any changes are made to the interview arrangements, the University will inform the applicants.
- ☐ The University will not reschedule interviews for applicants who do not attend the scheduled interview because of illness, accident, or any other reasons.

### 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 before they receive the notification of the interview.

#### (2) Notification of Results

Admission results 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 “Final result” in 4. Application Periods and Other Key Dates.

The University will also notify the results to the principal of the high school.

Applicants who are absent from an interview (or leave partway through) will not be considered for screening.

The University will not provide any further information regarding the results.

### 10. Notes for Applicants

#### 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.

### Regarding Application Misconduct

1. The following acts are considered misconduct:

- (1) Falsification, fabrication, or plagiarism of information or documents submitted at the time of application
- (2) After acceptance, submission of original documents or certified true copies with discrepancies from documents submitted at the time of application that are considered falsifications or fabrications
- (3) Cheating. For example, placing memos or materials to be referenced during interviews, receiving answers from others, etc.
- (4) Having someone else assume the identity of the applicant to attend an interview or prepare application documents on their behalf
- (5) Assisting other applicants in cheating by giving them information regarding the contents of the interview
- (6) Using electronic devices, such as mobile phones, smartphones, wearable devices (such as smartwatches), electronic dictionaries, or voice recorders during an interview
- (7) Allowing anyone other than the applicant to enter the interview room
- (8) Using a computer for a purpose other than the online interview
- (9) Bringing non-permitted items into the interview room
- (10) During an interview, acting in a suspicious manner, such as frequently taking one's eyes off the webcam
- (11) During an interview, operating a cell phone or smartphone for purposes other than receiving calls or communications from the University
- (12) Sharing the URL or link to an online interview with anyone other than the applicant
- (13) Filming, recording, videotaping or distributing information to outside parties during the interview time

2. In addition to the acts above, the following may also be considered misconduct. If an applicant does not follow the instructions of the University and is recognized to have committed misconduct, the treatment will be the same as above.

- (1) Making false statements regarding the interview for one's benefit or the benefit of other applicants
- (2) Disobeying the instructions of the interviewers or staff
- (3) Any other acts that may impair the fairness of the interview

3. Treatment of Misconduct:

- An applicant who commits any of the above acts of misconduct will not be eligible to apply for the same enrollment year. In addition, all previously submitted applications for the same enrollment year will also be invalidated. The application fee will not be refunded. A criminal complaint may also be filed with the police.
- If application misconduct is found after enrollment, enrollment will be revoked.

### Regarding Lateness

- (1) The handling of lateness is defined. Make sure to check the information sent to the e-mail address registered in the application system.
- (2) Please be prepared to connect to the online interview by the designated start time. If you do not connect to the interview and fail to respond to calls from the University within the time span specified in the interview information provided by the University, you will be deemed absent.



## Enrollment Procedure

- Enrollment procedures consist of paying enrollment procedure fees (admission fee and tuition fees) and submitting the required enrollment documents.
- 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 NOTE

- ☐ **If applicants do not complete the procedures by the final date of each period, enrollment into the University will be cancelled.**

## 1. Important Dates

### Glossary

<b>Payment 1</b>	Payment of admission fee
<b>Payment 2</b>	Payment of tuition fee(s) and miscellaneous membership fees
<b>Document Submission 1</b>	<ul style="list-style-type: none"><li>• Original or the certified true copy of documents proving university entrance eligibility *For those who will have graduated by the period for Document Submission 1</li><li>• Original or the certified true copy of academic transcripts</li><li>• Documents Proving English Language Proficiency</li><li>• Standardized tests / National university entrance exams</li><li>• Awards</li><li>• COE application and relevant documents *international students only</li></ul>
<b>Document Submission 2</b>	<ul style="list-style-type: none"><li>• 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</li><li>• Other enrollment documents</li></ul>

### NOTES

- ☐ 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.
- ☐ The transcripts must state the same contents as the transcripts uploaded at the time of application. However, if the transcript has been updated due to the completion of the most recent semester, transcripts reflecting the latest academic records are acceptable.
- ☐ Applicants who submitted predicted scores (e.g. IBDP, GCE / International A-Level, etc.) must submit both the original uploaded predicted scores and the certificate of the final scores.

Enrollment	Period	Payment 1	Payment 2	Document Submission 1	Document Submission 2
April 2026	1	2025/5/23 Fri - 2025/6/5 Thu	2025/9/26 Fri - 2025/10/16 Thu	2025/11/14 Fri - 2025/11/27 Thu	2026/3/9 Mon - 2026/3/18 Wed

## 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 2026 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.

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**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, 2026.
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**(3) Refund of Tuition Fees When a Student Cancels Enrollment**

If a successful applicant cancels enrollment by March 31, 2026 for April 2026 Enrollment by submitting the designated form, "Notification of Enrollment Withdrawal 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, 2026.
- 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/](http://en.ritsumei.ac.jp/e-ug/apply/afteradmissions.html/).

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**3. Submitting Enrollment Documents**

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Certain enrollment documents must be submitted through the online enrollment system while other documents must be submitted by post. Refer to details on the "[After Admission](#)" website for successful applicants.

Documents that must be submitted by post

- 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.**
- 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.
- Certain documents such as TOEFL® Score Reports and SAT Scores must be sent directly to the University from the official body. Ritsumeikan University's institution codes are as follows:
  - TOEFL®: 0659
  - SAT: 5766

## 1. University Fees and Other Fees for Students Enrolling in 2026

Fees for 2026 enrollees will be released on the website once finalized: [en.ritsumei.ac.jp/e-ug/financial\\_info/fees.html/](http://en.ritsumei.ac.jp/e-ug/financial_info/fees.html/)  
For reference, fees below are for students who enrolled in 2025.

### (1) Admission Fee and Tuition Fees

**FOR REFERENCE** Fees for students enrolled in 2025 (Unit: JPY)

Program	AY 2025				AY 2026 and beyond	
	Admission Fee	Tuition for Spring Semester	Tuition for Fall Semester	Total	Tuition Per Semester	Total
<b>ISSE Course</b>	200,000	860,700	860,700	1,921,400	860,700	1,721,400

#### NOTE

- Spring Semester: April to September / Fall Semester: September to March
- The admission fee is only paid 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 2025 fees for students enrolled in 2025 (Unit: JPY)

Program	Student Union		Academic Association	Parents Association of Student Education Assistance		Total
	Registration Fee	Annual Membership Fee	Membership Fee	Registration Fee	Annual Membership Fee	
<b>ISSE Course</b>	3,000	5,000	N/A	5,000	10,000	23,000

#### NOTE

- Registration fees for the Student Union and Parents Association of Student Education Assistance are only collected in the first year.
- Membership fees for the Student Union 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 2025 fees for students enrolled in 2025 (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	(Only if paying in installments) Amount to Be Paid in the 2nd Semester
<b>ISSE Course</b>	200,000	1,744,400	883,700	860,700

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

#### NOTE

The University will send information to the student about Payment 2 in September 2025. If a student pays in 3 installments, the University will send information to the student about tuition fee for fall semester in October 2026. The tuition fee payment deadline for the fall semester (if paying in 3 installments) is November 30, 2026. If financial institutions are closed on November 30, the payment deadline will be the next business day.

## **2. Student Union, Parents Association of Student Education Assistance and Academic Association**

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### **(1) Student Union**

The Ritsumeikan University Student Union is a student-run autonomous organization made up of all undergraduate students at Ritsumeikan University with the aim of contributing to the improvement and expansion of both academic and extracurricular activities as well as the development of the Ritsumeikan Academy.

The Student Union holds a variety of extracurricular activities including welcome events for new students, the yearly school festival, and various academic, arts and sciences, athletic and volunteer activities, calls for the improvement of student learning environments, improves usage conditions of facilities for extracurricular activities, and contributes to upgrading amenities for students. Information on their activities are posted on the Student Union's website (<https://www.ritsumeikuniversity.ac.jp/en/club/>) \*Only available in Japanese

The membership fee is mainly used for the Student Union's various activities, such as holding welcome events for new students and the school festival, and supporting students' extracurricular activity groups. In addition, a group within the Student Union called Global Supporters was established in AY 2021 to support English basis students. In the first year of the group's establishment, they promoted initiatives to support participation in extracurricular activities in English, and took the following actions. (1) Published an English version of "Circle Collection," a booklet introducing RU clubs and circles; (2) exhibited at club and circle information booths at welcome events for new students; and (3) held consultations on joining clubs and circles.

The University believes that the autonomous and independent activities of students via the Student Union play an important role in the growth of the students themselves, and we support the Student Union's activities. In addition, the University is entrusted with partially managing and implementing the Student Union's budget.

### **(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). A proxy in Japan, such as the University the students intend to enroll at, must make an application on their behalf.

The University will apply for the COE on behalf of the successful applicants from outside Japan only when it is judged 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 fee 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 on the [“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.

## **1. 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.

\*The current Tuition Reduction Scheme is in place up through AY2026, with the scheme for AY2027 onwards as of yet undecided.

- Students in their second year and above who have earned the required number of credits are able to apply for tuition reduction. Tuition reduction category selection will be based on the grades that the student has earned.
- Information on other scholarships is also available on the website: [en.ritsumei.ac.jp/e-ug/](http://en.ritsumei.ac.jp/e-ug/)

Tuition Reduction Category	Amount of Tuition Reduction	Number of Students Accepted	Eligibility	Period
Undergraduate Category I	100% Reduction	Top 10% or less of the admissions capacity	Those who possess the status of residence "Student" by the time of enrollment	One Year
Undergraduate Category II	50% Reduction	The next 10% or less of the admissions capacity		
Undergraduate Category III	20% Reduction	All other admitted students not receiving a Category I or II reduction		

## 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 enrollment-related documents
- (4) To make documents relating to the Certificate of Eligibility
- (5) To conduct and send information regarding orientation sessions for international students
- (6) To send information regarding student life, such as housing, insurance, National Federation of University Co-operative Associations, etc.
- (7) To send various questionnaires after admission
- (8) To manage student records after their enrollment

### 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.