

Document Submission 2 Checklist

Name	
Application No.	
Program	

Attach this form on top of all the documents you are submitting.

✓	Name of Document	Detail
	The Original or the Certified True Copy of documents proving University Entrance Eligibility	If you wish your documents to be returned, please check the box*
	Translation to English or Japanese of University Entrance Eligibility Document (If necessary)	Must be prepared/certified by an embassy/consulate or an appropriate private office.
	Consent to the Provision of Personal Information to an Overseas Third Party Form (Only for GLA students)	Fill out the form according to the instruction in “After Admissions” Website.
	Copy of Passport(s)	If you have multiple nationalities, submit all.
	Certificate of Residence (住民票) Notice of Delay in the Submission of Documents for Enrollment Procedures	If you are currently living in Japan, submit the certificate <u>by the deadline.</u> If you are currently living outside Japan, submit the certificate <u>after coming to Japan.</u>
	Notice of Delay in the Submission of Documents for Enrollment Procedures	If you are not able to submit the documents on time, fill out the required information on this form.

In addition to submitting the documents above by post, you need to complete the following online procedures.

	Online Enrollment Procedures
	Ritsumeikan University Tuition Reduction Scholarship for International Students Pledge Form (Only for relevant students)

*The University returns submitted documents only in cases where the prospective student has only one copy of the original, the document cannot be reissued or the certified true copy cannot be issued, and it is problematic if the document is not returned to the applicant.