ApplicationChecklist

Graduate School of Science and Engineering

September 2023 Enrollment

Please fill out this checklist and send it with your application documents (optional).

|  | **To-Do** | **1.** | Contact Prospective Supervising Professor |
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|  | **2.** | Pay Application Fee: JPY 5,000 |
|  | **3.** | Complete Registration on “Ritsu-Mate” |

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|  | **Application Documents** | 1. | Application Sheet  \*Must be printed out from “Ritsu-Mate” and have photograph attached |
|  | 2. | Personal Information (Form 1) |
|  | 3. | Research Plan (Form 2)  \*Name of “Prospective Professor” must be filled in by the professor |
|  | 4. | Declaration of Financial Resources (Form 3) |
|  | 5. | (Expected) Graduation Certificate Original / Certified Copy  \*Not required if enrolled at Ritsumeikan University at time of application  *For graduates from Chinese institution only:*  *Submit printed Online Verification Report of Higher Education Qualification Certificate or Online Verification Report of Student Record in English and Chinese* ***instead*** *of Graduation Certificate for Master’s Program and* ***in addition*** *to the Graduation Certificate for Doctoral Program* |
|  | 6. | Academic Transcript Original / Certified Copy |
|  | 7. | Certificate of English Language Ability  \*Copies are acceptable |
|  | 8. | Proof of Payment for Application Fee (Copy)  \*Not necessary if money is transferred from a Japanese bank account |
|  | 9. | Photocopy of Passport |

**Application Documents must arrive between Thu. December 15, 2022 and Thu. January 19, 2023**