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**