

Ritsumeikan University

Application Guidelines

(September 2023 Enrollment)

理工学研究科

Graduate School of Science and Engineering

Master's Program | Regular Admissions (English-based Degree Program)

Doctoral Program | Regular Admissions (English-based Degree Program)

In case the contents of the Application Guidelines need to be changed due to COVID-19, the information will be updated on the "Ritsumeikan University Graduate School of Science and Engineering Website" (<https://en.ritsumei.ac.jp/gsse/>).

Notes:

1. All dates and times listed in these application guidelines refer to Japan Standard Time.
2. Please also check the "Application Guidelines (For all Graduate Schools)" posted on Ritsumeikan University Graduate School Entrance Examination Information Website (<https://www.ritsumei.ac.jp/gr/exam/point02.html/>).

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Master's Program

Educational Policy and Philosophy

In the Graduate School of Science and Engineering, our aim is to train researchers and engineers to possess not only a high level of theory and skills in the specialist fields of science and engineering, but also the ability to make creative discoveries in accordance with the Ritsumeikan School Spirit and Educational Philosophy.

Educational Objectives

For the Master's Program, in accordance with the educational policy and philosophy of the Graduate School of Science and Engineering, our educational objectives are to develop human resources with the following capabilities:

1. Individuals with reliable knowledge and research abilities in the natural sciences and specialist areas.
2. Individuals with logical writing skills, presentation abilities, and communications skills.
3. Individuals who are capable of setting out problems and solving them in specialist areas, on the basis of their awareness of their own responsibility as researchers or technicians.

Admission Policy

In the Master's Program, in light of our educational goals, we invite applications from individuals with the following qualities.

1. Individuals with basic academic abilities in the natural sciences and specialist areas.
2. Individuals with sufficient language skills to understand science and technology.
3. Individuals who are strongly motivated to acquire the ability to set out and solve problems in specialist areas, on the basis of their awareness of their own responsibility as researchers or technicians.

Curriculum Policy

In the Master's Program, the curriculum will be formed as described below, in accordance with the educational objectives. The Graduate School will establish Common Subjects, Major Subjects, and Research Subjects as subject categories. Educational objectives will be achieved through the systematic completion of these subjects. The definition of each subject type is as follows:

1. Common Subjects: Subjects established to cultivate sound knowledge and research skills in the natural sciences, the ability to utilize knowledge and research skills in society, and foreign language communication skills.
2. Major Subjects: Subjects established to cultivate sound knowledge in a specialized field.
3. Research Subjects: Subjects established to cultivate research ability in a specialized field, presentation and communication skills, and the ability to pose and solve problems.

Degree Policy

In the Master's Program, a master's degree will be conferred upon the following persons in accordance with the educational objectives. Degree recipients must have obtained the required number of credits designated by the Graduate School of Science and Engineering and have passed an evaluation of their academic dissertation based on dissertation evaluation criteria for the Master's Program:

1. Those who possess sound knowledge and research abilities in the natural sciences and specialized fields.
2. Those who possess logical writing skills, presentation skills, and communication skills.
3. Those who, in addition to being aware of their responsibility as a researcher/engineer, possess the ability to pose and solve problems in specialized fields.

I . Admission Method, Number of Students Accepted and Schedule

1. Admission Method and Number of Students Accepted

Major	Course	Admission Method	Number of Students Accepted
Advanced Mathematics and Physics	Mathematics	Regular Regular Admissions (English-based Degree Program)	A few
Advanced Electrical, Electronic and Computer Systems	Electrical, Electronic and Computer Systems	Regular Regular Admissions (English-based Degree Program)	A few
Advanced Mechanical Engineering and Robotics	Mechanical Engineering	Regular Regular Admissions (English-based Degree Program)	A few
	Robotics		
	Micro Systems Technology		
Advanced Architectural, Environmental and Civil Engineering	Civil Engineering	Regular Regular Admissions (English-based Degree Program)	A few
	Environmental Systems Engineering		
	Architecture and Urban Design		

- Depending on the applications received and results of the entrance examination, the number of successful candidates could be less than the Number of Students Accepted.

2. Schedule

Month	Application Period	Screening Method	Notification of Results	Admission Method
March 2023	Thursday, December 15, 2022 – Thursday, January 19, 2023	Document Screening	Thursday, March 2, 2023	Regular

- Applicants must contact their prospective supervising professor and get pre-counseling on their research plan before submitting an application. For details, please refer to page 6.

- In “Ritsui-Mate”, the application registration can be made from 10:00 a.m. of the first day of the application period.

- All application documents must arrive during the application period.

3. Application Fee

5,000 yen

- The payment must be completed during the application period.

- Payment can be made by credit card, using the convenience store payment system, PayPal, Alipay or Overseas Remittance. For detailed information, please see “(3) Application Fee” in “1. How to Apply / Application process” specified in the “Application Guidelines (For all Graduate Schools)”.

II . Eligibility Requirements

- Those who pass the admission screening who, at the time of application, only fulfilled the criteria above based on expecting to complete their academic program, etc. by the time of enrollment but who do NOT actually complete that program by September 25, 2023 will have their admission revoked.
- Applicants must have sufficient English ability to understand course materials at their desired graduate school.
- Contact the Administrative Office, Graduate School of Science and Engineering before the deadline to request for the individual preliminary screening (please refer to page 24 for the request deadline) if you have any inquiries about the requirements below, such as the number of years you received education overseas or a degree obtained at an overseas educational institution.
- Those who do not meet the criteria stated in “(2) Certificate 【Certificate issued by universities in China】”, “2. Points to Note when Applying for Admission” specified in the “Application Guidelines (For all Graduate Schools)” must take the individual preliminary screening. For example, persons whose final academic background is zhuanke (专科) (3-year college degree) in China. For details about the individual preliminary screening, please refer to the 23 page.

Application Criteria

Applicants must satisfy one of the following application criteria:

- (1) Persons who have graduated from a University (*) or who are expected to graduate from such before being enrolled in the graduate school.

(*) Universities must meet the criteria established in Article 83 of the School Education Act.

- (2) Persons who have been awarded a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education or who are expected to be awarded such a degree before being enrolled in the graduate school.
- (3) Persons who have completed a 16-year program at an overseas school or who are expected to complete such a program before being enrolled in the graduate school.
- (4) Persons who have completed a 3-year program or a program of more than 3 years (*2) and have been awarded a degree by an overseas university or school (*1) which is recognized as being equivalent to a bachelor's degree or who are expected to complete such a program before being enrolled in the graduate school (the 2016 ordinance of the Ministry of Education, Culture, Sports, Science and Technology, No. 19).
- (5) Persons who have completed a 16-year program of an overseas school by taking its correspondence course in Japan or who are expected to complete such a program before being enrolled in the graduate school.
- (6) Persons who have completed the program of an overseas school in Japan that is recognized as being equivalent to an overseas university by the Minister of Education, Culture, Sports, Science and Technology or who are expected to complete such a program before being enrolled in the graduate school.
- (7) Persons who have completed a specialized program at a special training school designated by the Minister of Education, Culture, Sports, Science and Technology after the date designated by said minister or who are expected to complete such a program before being enrolled in the graduate school.
- (8) Persons who have completed a program at a university under the prewar educational system (the 1953 Notification of the Ministry of Education, Science, Sports and Culture, No.5-1 to 4, and the 1955 Notification of the Ministry of Education, Science, Sports and Culture, No.39-1).
- (9) Persons who have been admitted to a graduate school under the grade-skipping system and who are recognized as having enough academic ability to study at Ritsumeikan University's graduate schools (*3).

(10) Persons who have been recognized as having an academic ability equal to or higher than university graduates by Ritsumeikan University's graduate schools as a result of individual preliminary screening and who have reached 22 years of age or who will reach 22 years of age before being enrolled in the graduate school (*3).

*1 The university or the school shall be evaluated by an organization approved by a relevant official institution in the country for their education and research activities or recognized as so by the Minister of Education, Culture, Sports, Science and Technology.

*2 The program shall include a correspondence course which enables students to study in Japan by a university or school which is approved by the educational system of the country and satisfy the above requirements.

*3 Persons who intend to apply under category (9) or (10) will be subject to an individual preliminary screening. Please contact the Administrative Office, Graduate School of Science and Engineering by Monday, November 14, 2022 (Japan time) if you wish for an individual preliminary screening.

III. Contacting a Prospective Supervising Professor prior to Your Application

Applicants must contact their prospective supervising professor and get pre-counseling on their research plan before submitting an application. Please contact the professor ahead of time to meet the application deadline.

*Prepare the "Research Plan" (Form 2), which is one of the application documents, by prior consulting on the research content with your prospective supervisor. Please refer to "(2)" below for details on how to fill out the "Research Plan".

(1) Contact your prospective supervising professor and get pre-counseling on your research plan

<Choose a course>

Applicants must apply to the major and course with which their prospective supervising professor is affiliated. However, applicants for the Department of "Advanced Architectural, Environmental and Civil Engineering" can choose from the following courses regardless of their supervising professor's affiliation.

Affiliated course of supervisor	Eligible courses for students *Choose one course
Civil Engineering Course	- Civil Engineering Course - Environmental Systems Engineering Course - Architecture and Urban Design Course
Environmental Systems Engineering Course	- Civil Engineering Course - Environmental Systems Engineering Course - Architecture and Urban Design Course
Architecture and Urban Design Course	- Architecture and Urban Design Course

<How to check the affiliation of professors>

Please check the Graduate School of Science and Engineering website for the majors and courses of your prospective supervising professor.

■ GSSE Website: <https://en.ritsumei.ac.jp/gsse/admission/info.html/>

*Click on "Reference Material for Master's Program Application: List of Professor's Course Affiliation"

<How to contact the prospective supervising professor>

Send an email directly to the professor who shows his/her email address on the Graduate School of Science and Engineering website or Ritsumeikan University Researcher's database.

■ GSSE Website: <https://en.ritsumei.ac.jp/gsse/academics/researchers.html/>

■ Researcher's database: <https://research-db.ritsumei.ac.jp/rithp/TOP?lang=en>

If you want to contact a professor whose email address is not open to the public, contact the Administrative Office, Graduate School of Science and Engineering by email. In the email, please specify the name of the professor you would like to contact.

■ Administrative Office, Graduate School of Science and Engineering Contact:

se-admw1@st.ritsumei.ac.jp

*email subject: Application for Regular Admissions

- (2) Prepare the "Research Plan" (Form 2) with the consent of your prospective supervising professor.

<How to fill out the "Research Plan" (Form 2)>

- ① Download the "Research Plan" (Form 2) (.docx) from the following URL.
GSSE Website: <https://en.ritsumei.ac.jp/gsse/admission/info.html/>
- ② Enter the necessary information in the "Research Plan" (.docx) downloaded in "①".
- ③ Send the "Research Plan" (.docx) prepared in "②" to your prospective supervising professor as Word document (by email, etc.), and request the professor to check the contents, enter his/her "name" in the specified field and send the file back to you as PDF.
- ④ Receive back the data as PDF with the "name" entered by the professor.

*You do not need to receive back the form in a Word file.

- (3) Print out the "Research Plan" (Form 2) (PDF) received from your prospective supervising professor, and submit it together with the other application documents to the designated mailing address within the application deadline.

*Submission of any form to the Administrative Office, Graduate School of Science and Engineering as **data is not accepted.**

*"Research Plans" without the name entered by the professor will be deemed invalid (do not meet the application requirements).

IV. Required Documents

1. Required Documents

Regarding the Notice on Application including the information of certificates, etc., please refer to “2. Points to Note when Applying for Admission” specified in the “Application Guidelines (For all Graduate Schools)”. Applications forms designated by Ritsumeikan University are included at the end of this Application Guidelines. (The data is also available for download on the Graduate School of Science and Engineering website.)

Please also refer “How to Submit Application Documents” on page 26.

Please check the explanation of each document for ✓ and *.

	Required Documents	Admission Method Regular
(1)	Application Sheet	✓
(2)	Personal Information	✓
(3)	Research Plan	✓
(4)	Certificate of Graduation / Expected Graduation	*
(5)	Academic Transcript	*
(6)	Certificate of English Language Ability	*
(7)	Declaration of Financial Resources	✓
(8)	(In case of international bank transfer) Bank transfer receipt for application fee	*
(9)	A copy of applicant's passport information page	*

✓ : necessary * : if applicable

(1) Application Sheet

Must be printed out from “Ritsu-Mate” after you complete your application information on the same website.
Please attach a photo in the designated field.

(2) Personal Information (Form 1)

(3) Research Plan (Form 2)

When preparing your Research Plan, make sure to contact your prospective supervising professor and get pre-counseling on your research plan before submitting.

“Research Plans” without the name entered by the professor will be deemed invalid (do not meet the application requirements).

(4) Certificate of Graduation / Expected Graduation

Certificate issued by the higher education institution you attended, which meets application criteria.
Only original is accepted.

*Those who are enrolled in undergraduate schools of Ritsumeikan University at the time of application do NOT need to submit.

【Those who have graduated / who are expected to graduate from universities in China *except for Taiwan, Hong Kong and Macau】

Please submit both documents below instead of the Certificate of Graduation / Expected Graduation.

<Those who have already graduated>

- Printed “教育部学历证书电子注册备案表”
- “Online Verification Report of Higher Education Qualification Certificate”

<Those who are expected to graduate>

- Printed “教育部学籍在线验证报告”
- “Online Verification Report of Student Record”

(5) Academic Transcript (Only original is accepted.)

Academic Transcript must be issued by the higher education institution which meets the application criteria.

*Those who are enrolled in undergraduate schools of Ritsumeikan University as regular students at the time of application do NOT need to submit.

(6) Certificate of English Language Ability

Submit one of the following certifications (copy is accepted).

*The scores for test(s) taken more than two years before the application start date are deemed invalid.

- TOEIC® Listening & Reading Test
- TOEFL iBT® Test
- TOEFL iBT® Home Edition (Special Home Edition)
- IELTS
- IELTS Indicator
- Duolingo English Test

*Scores of any other English Proficiency Test are unacceptable.

*Only TOEFL iBT® scores from a single test date will be considered (My Best™ scores will not be taken into consideration).

*Applicants who cannot take the examination above must submit an original formal certificate or letter of English language ability level, issued from universities where applicants are currently enrolled or graduated. This certificate or letter shall be considered as a judging material for application qualification. However, the English score used for the screening of university scholarship awards will be valued as zero points.

(7) Declaration of Financial Resources (Form 3)

If you plan to enroll under a scholarship from government, private organization, etc., proof of the scholarship award or conditional award (copy is accepted) must be submitted.

(8) Bank transfer receipt for application fee

*Only if overseas bank transfer is used (copy is accepted).

(9) A copy of applicant's passport information page

Must include photo and date of birth

- Only those who have a valid passport at the time of application and who do not have Japanese nationality.

* except for special permanent residents.

2. Important Notes for Application

- (1) Application documents should be A4 size and typed in English using word-processing software. Documents submitted in languages other than English must have Japanese or English translations attached.
- (2) Regarding how to enter/write your name in application formats and “Ritsu-Mate”, be sure to refer to “(1) How to enter/write your names”, “2. Points to Note when Applying for Admission” specified in the “Application Guidelines (For all Graduate Schools) ”.
- (3) On all documents, you must enter your birth date exactly as it appears on your passport (only those who have a valid passport at the time of application).
- (4) All application documents must arrive before the application period ends.
- (5) Submitted documents cannot be returned for any reason, even if it is determined after application that the applicant does not meet the application eligibility criteria.
- (6) If it is determined that your application documents contain any deliberate falsifications or forgeries, your application will be cancelled. If your application documents contain factually inaccurate or fraudulent information, your eligibility for examination and admission will be revoked.
- (7) Desired course and major cannot be changed after application has been submitted.

V. Screening Method and Examination Sheet

1. Screening Method

Applicants will be screened based on submitted application documents.

2. Examination Sheet

The Examination Sheet will be used to check your application number.

It is downloadable from “Ritsu-Mate” about one week before the result notification day.

Please refer to “(2) Examination Sheet”, “4. Points to Note when Taking a Graduate School Entrance Examination” specified in the “Application Guidelines (For all Graduate Schools) ”.

VI. Scholarships and Tuition Reduction

***Awardees will be selected based on the results in the admission screening (Regular Admissions)**

Scholarship	Description
Ritsumeikan University Tuition Reduction Scholarship for Privately Financed International Students	Applicants who achieved outstanding results in the screening will be awarded the Ritsumeikan University Tuition Reduction Scholarship for Privately Financed International Students which provides a 100% reduction of tuition for the standard duration of study (2 years for Master’s Degree Program). *In order to receive this tuition reduction, students must be enrolled at Ritsumeikan University and hold a “Student” residence status.
Ritsumeikan University SEISEKI-YUSHUSHA (Academic Excellence) Scholarship (For 1st Year)	Applicants who achieved outstanding results in the screening will be considered for Ritsumeikan University SEISEKI-YUSHUSHA (Academic Excellence) Scholarship (For 1st Year) which provides 162,500 JPY per semester for a period of two semesters.

*Each scholarship will be awarded to one person only and one person can’t be awarded more than one scholarship.

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Doctoral Program

Educational Policy and Philosophy

In the Graduate School of Science and Engineering, our aim is to train researchers and engineers to possess not only a high level of theory and skills in the specialist fields of science and engineering, but also the ability to make creative discoveries in accordance with the Ritsumeikan School Spirit and Educational Philosophy.

Educational Objectives

For the Doctoral Program, in accordance with the educational policy and philosophy of the Graduate School of Science and Engineering, our educational objectives are to develop human resources with the following capabilities:

1. Individuals who possess specialist knowledge and the ability to engage in creative research in the natural sciences and specialist areas.
2. Individuals with high-level logical writing skills, presentation abilities, and communications skills.
3. Individuals with the ability to set out and solve social problems in society and the leadership qualities required to work toward their resolution, on the basis of their awareness of their own responsibility as researchers or technicians.

Admission Policy

In the Doctoral Program, in light of our educational objectives, we admit individuals with the following qualities.

1. Individuals with reliable knowledge and research abilities in the natural sciences and specialist areas.
2. Individuals with logical writing skills, presentation abilities, and communications skills.
3. Individuals who are strongly motivated to develop the ability to set out and solve social problems in society and the leadership qualities required to work toward their resolution, on the basis of their awareness of their own responsibility as researchers or technicians.

Degree Policy

In the Doctoral Program, a doctoral degree will be conferred upon the following persons, in accordance with the educational objectives. Furthermore, degree recipients must have obtained 8 credits from Research Subjects designated by the Graduate School of Science and Engineering and have passed an evaluation of their academic dissertation based on dissertation evaluation criteria for the Doctoral Program:

1. Those who possess advanced knowledge and creative research abilities in the natural sciences and specialized fields.
2. Those who possess advanced logical writing skills, presentation skills, and communication skills.
3. Those who, in addition to being aware of their responsibility as a researcher/engineer, possess the ability to pose and solve problems in society as well as leadership skills in problem-solving.

Curriculum Policy

In the Doctoral Program, the curriculum will be formed as described below, in accordance with the educational objectives. The Graduate School will establish Major Subjects and Research Subjects as subject categories. Educational objectives will be achieved through the systematic completion of these subjects. The definition of each subject type is as follows:

1. Major Subjects: Subjects established to cultivate advanced knowledge and creative research ability in specialized fields in addition to the natural sciences, to promote off-campus research skills, and to develop advanced logical writing skills.
2. Research Subjects: Subjects established to cultivate creative research ability in a specialized field, presentation and communication skills, and the ability to pose and solve problems as well as leadership skills for problem-solving.

I . Admission Method, Number of Students Accepted and Schedule

1. Admission Method and Number of Students Accepted

Major	Course	Admission Method	Number of Students Accepted
Advanced Mathematics and Physics	Mathematics	Regular Regular Admissions (English-based Degree Program)	A few
	Physics		
Advanced Electrical, Electronic and Computer Systems	—	Regular Regular Admissions (English-based Degree Program)	A few
Advanced Mechanical Engineering and Robotics	—	Regular Regular Admissions (English-based Degree Program)	A few
Advanced Architectural, Environmental and Civil Engineering	—	Regular Regular Admissions (English-based Degree Program)	A few

- Depending on the applications received and results of the entrance examination, the number of successful candidates could be less than the Number of Students Accepted.

2. Schedule

Month	Application Period	Screening Method	Notification of Results	Admission Method
March 2023	Thursday, December 15, 2022 – Thursday, January 19, 2023	Document Screening	Thursday, March 2, 2023	Regular

- Applicants must contact their prospective supervising professor and get pre-counseling on their research plan before submitting an application. For details, please refer to page 17.

- In “Ritsu-Mate”, the application registration can be made from 10:00 a.m. of the first day of the application period.

- All application documents must arrive during the application period.

3. Application Fee

5,000 yen

- The payment must be completed during the application period.

- Payment can be made by credit card, using the convenience store payment system, PayPal, Alipay or Overseas Remittance. For detailed information, please see “(3) Application Fee” in “1. How to Apply / Application process” specified in the “Application Guidelines (For all Graduate Schools)”.

- Applicants do not have to pay an application fee if they apply for an admission to a Doctoral Program at Ritsumeikan University upon (expected) completion of Master’s Program or Professional Degree Program of any of the graduate schools of Ritsumeikan University in March 2023 or September 2023.

II . Eligibility Requirements

- Those who pass the admission screening who, at the time of application, only fulfilled the criteria above based on expecting to complete their academic program, etc. by the time of enrollment but who do NOT actually complete that program by September 25, 2023 will have their admission revoked.
- Contact the Administrative Office, Graduate School of Science and Engineering before the deadline to request for the individual preliminary screening (please refer to page 24 for the request deadline) if you have any inquiries about the requirements below, such as the number of years you received education overseas or a degree obtained at an overseas educational institution.

Application Criteria

Applicants must satisfy one of the following application criteria:

- (1) Persons who have been awarded a master's degree or professional degree or who are expected to be awarded such a degree before being enrolled in the graduate school.
- (2) Persons who have been awarded a degree equivalent to a master's degree or professional degree abroad or who are expected to be awarded such a degree before being enrolled in the graduate school.
- (3) Persons who have been awarded a degree equivalent to a master's degree or professional degree by completing a correspondence course offered by an overseas school in Japan or who are expected to be awarded such a degree before being enrolled in the graduate school.
- (4) Persons who have been awarded a degree equivalent to a master's degree or professional degree by completing the program of an overseas school in Japan that is designated by the Minister of Education, Culture, Sports, Science, and Technology as corresponding to an overseas graduate school or who are expected to be awarded such a degree before being enrolled in the graduate school.
- (5) Persons who have been awarded a degree equivalent to a master's degree by completing a program at United Nations University or who are expected to be awarded such a degree before being enrolled in the graduate school.
- (6) Persons who have been engaged in research activities at a university or research institute for at least two years after graduating from a university or its equivalent and who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to holders of a master's degree (the 1989 Notification of the Ministry of Education, Science, Sports and Culture No.118) (*1).
- (7) Persons who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to or higher than holders of a master's degree or professional degree as a result of the individual preliminary screening and who are 24 years or more of age or will reach 24 years old before enrolled in the graduate school (*1).

*1 Persons who intend to apply under category who potentially fall under category (6) or (7), will be subject to an individual preliminary screening. Please contact the Administrative Office, Graduate School of Science and Engineering by Monday, November 14, 2022 if you wish for an individual preliminary screening.

III. Contacting a Prospective Supervising Professor prior to Your Application

Applicants must contact their prospective supervising professor and get pre-counseling on their research plan before submitting an application. Please contact the professor ahead of time to meet the application deadline.

*Prepare the "Research Plan" (Form 2), which is one of the application documents, by prior consulting on the research content with your prospective supervisor. Please refer to "(2)" below for details on how to fill out the "Research Plan".

- (1) Contact your prospective supervising professor and get pre-counseling on your research plan

<Choose a course>

Applicants must apply to the major and course with which their prospective supervising professor is affiliated.

<How to check the affiliation of professors>

Please check the Graduate School of Science and Engineering website for the majors and courses of your prospective supervising professor.

■ GSSE Website: <https://en.ritsumei.ac.jp/gsse/admission/info.html/>

■ Click on "Reference Material for Master's Program Application: List of Professor's Course Affiliation"

<How to contact the prospective supervising professor>

Send an email directly to the professor who shows his/her email address on the Graduate School of Science and Engineering website or Ritsumeikan University Researcher's database.

■GSSE Website: <https://en.ritsumei.ac.jp/gsse/academics/researchers.html/>

■Researcher's database: <https://research-db.ritsumei.ac.jp/rithp/TOP?lang=en>

If you want to contact a professor whose email address is not open to the public, contact the Administrative Office, Graduate School of Science and Engineering by email. In the email, please specify the name of the professor you would like to contact.

■Administrative Office, Graduate School of Science and Engineering Contact:

se-admw1@st.ritsumei.ac.jp

*email subject: Application for Regular Admissions

- (2) Prepare the "Research Plan" (Form 2) with the consent of your prospective supervising professor.

<How to fill out the "Research Plan" (Form 2)>

- ① Download the "Research Plan" (Form 2) (.docx) from the following URL.
GSSE Website: <https://en.ritsumei.ac.jp/gsse/admission/info.html/>
- ② Enter the necessary information in the "Research Plan" (.docx) downloaded in "①".
- ③ Send the "Research Plan" (.docx) prepared in "②" to your prospective supervising professor as Word document (by email, etc.), and request the professor to check the contents, enter his/her "name" in the specified field and send the file back to you as PDF.
- ④ Receive back the data as PDF with the "name" entered by the professor.

*You do not need to receive back the form in a Word file.

- (3) Print out the "Research Plan" (Form 2) (PDF) received from your prospective supervising professor, and submit it together with the other application documents to the designated mailing address within the application deadline.

*Submission of any form to the Administrative Office, Graduate School of Science and Engineering as **data is not accepted.**

*"Research Plans" without the name entered by the professor will be deemed invalid (do not meet the application requirements).

IV. Required Documents

1. Required Documents

Regarding the Notice on Application including the information of certificates, etc., please refer to “2. Points to Note when Applying for Admission” specified in the “Application Guidelines (For all Graduate Schools)”. Applications forms designated by Ritsumeikan University are included at the end of these Application Guidelines. (The data is also available for download on the Graduate School of Science and Engineering website.)

Please also refer “How to Submit Application Documents” on page 26.

Please check the explanation of each document for ✓ and *.

	Required Documents	Admission Method Regular
(1)	Application Sheet	✓
(2)	Personal Information	✓
(3)	Research Plan	✓
(4)	Certificate of Completion / Expected Completion	*
(5)	Academic Transcript	*
(6)	Certificate of English Language Ability	*
(7)	Declaration of Financial Resources	✓
(8)	(In case of international bank transfer) Bank transfer receipt for application fee	*
(9)	A copy of applicant's passport information page	*

✓ : necessary * : if applicable

(1) Application Sheet

Must be printed out from “Ritsu-Mate” after you complete your application information on the same website.
Please attach a photo in the designated field.

(2) Personal Information (Form 1)

(3) Research Plan (Form 2)

When preparing your Research Plan, make sure to contact your prospective supervising professor and get pre-counseling on your research plan before submitting.

“Research Plans” without the name entered by the professor will be deemed invalid (do not meet the application requirements).

(4) Certificate of Completion / Expected Completion

Certificate issued by the higher education institution you attended, which meets application criteria.
Only original is accepted.

*Those who are enrolled in graduate schools of Ritsumeikan University at the time of application do NOT need to submit.

【Those who have completed / who are expected to complete a program at a Graduate School in China *except for Taiwan, Hong Kong and Macau】

Please submit both documents below in addition of the Certificate of Completion / Expected Completion.

<Those who have already completed>

- Printed “教育部学历证书电子注册备案表”
- “Online Verification Report of Higher Education Qualification Certificate”

<Those who are expected to complete>

- Printed “教育部学籍在线验证报告”
- “Online Verification Report of Student Record”

(5) Academic Transcript (Only original is accepted.)

Academic Transcript must be issued by the higher education institution which meets the application criteria.

*Those who are enrolled in graduate schools of Ritsumeikan University as regular students at the time of application do NOT need to submit.

(6) Certificate of English Language Ability

Submit one of the following certifications (copy is accepted).

*The scores for test(s) taken more than two years before the application start date are deemed invalid.

- TOEIC® Listening & Reading Test
- TOEFL iBT® Test
- TOEFL iBT® Home Edition (Special Home Edition)
- IELTS
- IELTS Indicator
- Duolingo English Test

*Scores of any other English Proficiency Test are unacceptable.

*Only TOEFL iBT® scores from a single test date will be considered (My Best™ scores will not be taken into consideration).

*Applicants who cannot take the examination above must submit an original formal certificate or letter of English language ability level, issued from universities where applicants are currently enrolled or graduated. This certificate or letter shall be considered as a judging material for application qualification. However, the English score used for the screening of university scholarship awards will be valued as zero points.

(7) Declaration of Financial Resources (Form 3)

If you plan to enroll under a scholarship from government, private organization, etc., proof of the scholarship award or conditional award (copy is accepted) must be submitted.

(8) Bank transfer receipt for application fee

*Only if overseas bank transfer is used (copy is accepted).

(9) A copy of applicant's passport information page

Must include photo and date of birth

- Only those who have a valid passport at the time of application and who do not have Japanese nationality.

* except for special permanent residents.

2. Important Notes for Application

- (1) Application documents should be A4 size and typed in English using word-processing software. Documents submitted in languages other than English must have Japanese or English translations attached.
- (2) Regarding how to enter/write your name in application formats and “Ritsu-Mate”, be sure to refer to “(1) How to enter/write your names”, “2. Points to Note when Applying for Admission” specified in the “Application Guidelines (For all Graduate Schools) ”.
- (3) On all documents, you must enter your birth date exactly as it appears on your passport (only those who have a valid passport at the time of application).
- (4) All application documents must arrive before the application period ends.
- (5) Submitted documents cannot be returned for any reason, even if it is determined after application that the applicant does not meet the application eligibility criteria.
- (6) If it is determined that your application documents contain any deliberate falsifications or forgeries, your application will be cancelled. If your application documents contain factually inaccurate or fraudulent information, your eligibility for examination and admission will be revoked.
- (7) Desired course and major cannot be changed after application has been submitted.

V. Screening Method and Examination Sheet

1. Screening Method

Applicants will be screened based on submitted application documents.

2. Examination Sheet

The Examination Sheet will be used to check your application number.

It is downloadable from "Ritsu-Mate" about one week before the result notification day.

Please refer to "(2) Examination Sheet", "4. Points to Note when Taking a Graduate School Entrance Examination" specified in the "Application Guidelines (For all Graduate Schools)".

VI. Scholarships and Tuition Reduction

***Awardees will be selected based on the results in the admission screening (Regular Admissions)**

Scholarship	Description
Ritsumeikan University Tuition Reduction Scholarship for Privately Financed International Students	Applicants who achieved outstanding results in the screening will be awarded the Ritsumeikan University Tuition Reduction Scholarship for Privately Financed International Students which provides a 100% reduction of tuition for the standard duration of study (2 years for Master's Degree Program). *In order to receive this tuition reduction, students must be enrolled at Ritsumeikan University and hold a "Student" residence status.

*The scholarship will be awarded to one person only.

For All Applicants

I . Individual Preliminary Screening

Ritsumeikan University offers individual preliminary screenings for prospective adult learners, etc. with the academic capacity and motivation to study at the graduate level, but whose academic credentials do not meet the minimum application requirements. Those who wish to apply for enrollment into a Master's Program who have been determined through the preliminary screening to have academic ability equal to or greater than that of a university graduate will be allowed to apply for the admission screening. Likewise, those who wish to enroll into a Doctoral Program who have been determined through the preliminary screening to have academic ability equal to or greater than that of a Master's or Professional Degree Program graduate will be allowed to apply for the admission screening.

Those who wish to take the individual preliminary screening for the admission method that allows applicants to qualify by the individual preliminary screening, complete the necessary procedures by the designated deadline.

* It should be noted that the purpose of the individual preliminary screening is only to check whether or not you meet the requirements for application regarding academic ability. It is completely separate from the entrance examination. Passing the individual preliminary screening will simply allow you to apply to take the entrance examination, which you will then need to pass in order to be granted admission to the graduate school.

	Cases in which Individual Preliminary Screening is required
Master's Program Regular Admissions (English-based Degree Program)	<p>If the following applies:</p> <ul style="list-style-type: none"> - Persons who have been admitted to a graduate school under the grade-skipping system and who are recognized as having sufficient academic ability to study at a graduate school at Ritsumeikan University - Persons who have been recognized as having an academic ability equal to or higher than university graduates by Ritsumeikan University's graduate schools as a result of individual preliminary screening and who have reached 22 years of age or who will reach 22 years of age before being enrolled in the graduate school
Doctoral Program Regular Admissions (English-based Degree Program)	<p>If the following applies:</p> <ul style="list-style-type: none"> - Persons who have been engaged in research activities at a university or research institute for at least two years after graduating from a university or its equivalent and who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to holders of a master's degree (the 1989 Notification of the Ministry of Education, Science, Sports and Culture No.118) - Persons who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to or higher than holders of a master's degree or professional degree as a result of individual preliminary screening and who have reached 24 years of age or who will reach 24 years of age before being enrolled in the Graduate School of Science and Engineering

1. Procedures for the individual preliminary screening

STEP 1 : Request for the individual preliminary screening to the Graduate School of Science and Engineering Administrative Office within the deadline.

*Applicants are required to consult with their prospective research supervisors in advance.

STEP 2 : Obtain required documents to be submitted for the screening.

STEP 3 : Submit required documents by the designated deadline.

STEP 4 : Receive a result of the screening. If you pass the screening, apply for the graduate school in accordance with the application guidelines of the graduate school.

2. Screening method:

Applicants will be screened based on submitted application documents (plus an interview, if necessary).

3. Matters to be considered during screening

The matters to be considered during the screening consist of the academic history and qualifications of the individual applicants to be recognized as having an academic ability equal to or higher than university graduates, which include:

- Any learning programs that the applicant has completed at a special training school or vocational school, etc.
- Work experience and qualifications the applicant has got
- Certain credits that the applicant has earned as a degree / a non-degree student
- Learning programs that the applicant has completed at a school under the prewar educational system

4. Deadline to request for the individual preliminary screening and submit documents

<Deadline to request a screening>

Monday, November 14, 2022

<Deadline to submit documents>

Saturday, November 19, 2022

5. Documents to be submitted

Please submit the following documents by email and send the originals later together with the application documents during the application period.

Documents once accepted cannot be returned under any circumstances.

<Master's Program>

Documents to be submitted	Remarks
(1) Application form for an individual preliminary screening (2) Personal Information (Form 1) (3) Certificate of academic background and academic record (e.g.) certificate of graduation, certificate of enrollment, academic transcript etc. (4) Motivation Letter (free format) (5) Research Plan (Form 2) (6) Other documents required by the administrative office	- Regarding the form of (1), inquire at the Graduate School of Science and Engineering Administrative Office. - If you wish, you may submit additional materials, such as another certificate, essay, piece of work, or reference data, together with these documents. - Applicants are required to consult with their prospective supervisor before submitting the application - Regarding (5), prepare the "Research Plan" by prior consulting with your prospective supervisor (see STEP 1).

<Doctoral Program>

Documents to be submitted	Remarks
(1) Application form for an individual preliminary screening (2) Curriculum Vitae (Form 1) (3) Certificate of academic background and academic record (e.g.) certificate of graduation, certificate of enrollment, academic transcript etc. (4) Motivation Letter (5) Research Plan (Form 2) (6) Research achievement that corresponds to a master's thesis (7) Other documents required by the administrative office	-Regarding the form of (1), inquire at the Graduate School of Science and Engineering Administrative Office. -Applicants are required to consult with their prospective supervisor before submitting the application. -Regarding (5), prepare the "Research Plan" by prior consulting with your prospective supervisor (see STEP 1).

6. Mailing Address / Inquiry

Ritsumeikan University Biwako-Kusatsu Campus
 Administrative Office, College of Science and Engineering
 1-1-1 Noji-Higashi, Kusatsu, Shiga 525-8577 Japan
 TEL: +81-(0)77-561-2624 FAX: +81-(0)77-561-2890
 email: se-admw1@st.ritsumei.ac.jp

7. Screening fee:

None

8. Result of the screening

<Date of screening result>

Wednesday, December 14, 2022

<Notification method>

The result of the individual preliminary screening will be sent by email.

9. Validity of the qualification

The qualification for applying for admission granted as a result of the individual preliminary screening is valid for any application for the same admission in each graduate school.

II. How to Submit Application Documents

1. How to Submit Application Documents

After completing the payment of the application fee during the application period, the specified application documents must be sent by postal mail as below. All application documents must arrive during the application period.

Please check the delivery status on your own, using the tracking number offered when used the tracking service. If your submitted documents are incomplete, the administrative office, Graduate School of Science and Engineering of graduate school will contact you.

A. When applying from within Japan

- (1) Prepare an envelope (big enough to fit unfolded A4 documents) available in the market.
- (2) Download and print out the address label from “Ritsu-Mate”.
- (3) Paste the address label (mentioned in (2)) on the envelope (mentioned in (1)), put all your application documents inside the envelope and send them by Kani-kakitome Sokutatsuyubin (simplified registered express mail). They must be sent from a post office. Mailing your application from a mailbox is unacceptable.

B. When applying from overseas

- (1) Prepare an envelope (big enough to fit unfolded A4 documents) available in the market.
- (2) Write all necessary information on the envelope and put all your application documents in the envelope and send them by express mail with tracking number (EMS, etc.)
- (3) After sending your documents, please inform us of your application, the submission date, your name, and the tracking number by email to the following address immediately.
email Address: se-admw1@st.ritsumei.ac.jp (Graduate School of Science and Engineering)

2. Mailing Address for Application

Ritsumeikan University Biwako-Kusatsu Campus
Administrative Office, College of Science and Engineering
1-1-1 Noji-Higashi, Kusatsu, Shiga 525-8577 Japan
TEL: +81-(0)77-561-2624 FAX: +81-(0)77-561-2890
email: se-admw1@st.ritsumei.ac.jp

III. Notification of Results

Result and Enrollment Procedures will be sent to the address indicated on Application Sheet on the day of the result announcement. In addition, if applicants are selected for a scholarship, they will be informed along with the notification of results.

The results will be posted on “Ritsu-Mate” and the “Ritsumeikan University Graduate School Entrance Examination Information Website” at 10:00 a.m. on the day of the announcement of the entrance examination results. However, this is merely for the convenience of applicants. The official announcement of the entrance examination is made in a written form and the written notice will be delivered to each applicant by mail. Therefore, make sure to check your result in the written notice.

If your address changes after you submitted the documents for application, send your name, your Application Number, and the new address to the Administrative Office, Graduate School of Science and Engineering by email.

URL of the “Ritsumeikan University Graduate School Entrance Examination Information Website”:

https://www.ritsumei.ac.jp/gr/announce_procedures/announce.html/

- Please note that the university will not respond to any inquiries regarding results of the entrance examination.

Date of results

Thursday, March 2, 2023

IV. Enrollment Procedures

1. Enrollment Procedure Period

First Enrollment Procedure Period: Thursday, March 2, 2023 – Thursday, March 16, 2023

*Applicants must pay an Admission Fee (JPY 200,000) within the First Enrollment Procedure Period above, or they will not be granted admission to Ritsumeikan University.

Second Enrollment Procedure Period: Thursday, July 20, 2023 – Thursday, August 3, 2023

*Applicants must pay a tuition fee*¹ for Fall semester and miscellaneous membership fees, and they must submit the necessary documents within the Second Enrollment Procedure Period above, or they will not be granted admission to Ritsumeikan University.

*1 If you are selected for a scholarship as described in "VI. Scholarships and Tuition Reduction" (p. 11 for Master's Program and p. 22 for Doctoral Program), please pay the amount of tuition minus the amount of the relevant scholarship.

*If applicants decline the offer of admission to Ritsumeikan University after completing the entrance procedures, they can request for refund of paid enrollment procedure fees except Admission Fee.

For details, please refer to "5. Enrollment Procedures" specified in the "Application Guidelines (For all Graduate Schools)".

2. Obtaining/Changing Residence Status in Japan

Those who newly acquire the status of residence and those whose period of stay expires by the time of enrollment are required to obtain the status of residence or renew the period of stay (or change the status of residence) along with the enrollment procedures.

(1) New acquisition of status of residence (those who do not possess a Residence Card)

Because it is difficult for international students residing outside of Japan to conduct the procedures in person for acquiring a "Certificate of Eligibility" (COE) which is required to obtain the Residence Status "Student" in Japan on their own, Ritsumeikan University will apply for a COE as a proxy on behalf of students who have completed the Second Enrollment Procedure.

The procedure for obtaining the COE usually takes 6 weeks or more after the submission of required documents and confirmation of payment of fees (Admission Fee and Tuition Fee) as well as the Graduate Students Association Fee, but if you do not have a status of residence by mid-September 2023, you will not be able to enter Japan in time for the entrance ceremony.

If you wish the university to apply for a COE on your behalf, it is necessary to complete the payment of tuition and other fees until Friday, June 23, 2023 regardless of the actual Second Enrollment Procedure Period described above in "1. Enrollment Procedure Period". For details, please be sure to check the documents sent at the time of notification of results.

(2) Renewing the Residence Status or Changing the Residence Status (those who possess a Residence Card)

Depending on your current status of enrollment and the period of stay at your current institution, you may need to apply for renewing your period of stay or changing your status of residence. For details, please be sure to check the documents sent at the time of notification of results.

For details, please refer to "(5) Status of Residence", "5. Enrollment Procedures" specified in the "Application Guidelines (For all Graduate Schools)".