

# Ritsumeikan Uji High School IB course

# 2023 International Examination

# WEB Registration Manual

We would like to ask all applicants to register their basic information like their name, address or their course of study on the web registration system and to also make the payment of the examination fee through this system. This will enable applicants to download the "Application Form" and the "Examination card". Also, at the time of announcement on results day, you will also need the password you previously set on this system. Please follow this manual to proceed with the registration. (You can create "My Page" even before web registration period.)

## (NOTE)

- You will need to register with a Katakana version of your name, and later on, your parents or guardians name in the relevant sections. Please use "Deep L" or "Google translate" to change your first name and surname from English to Japanese. Then, copy and paste your name into the relevant sections. However, this method does not work well, please e-mail to <a href="mailto:ib-info@ujc.ritsumei.ac.jp">ib-info@ujc.ritsumei.ac.jp</a> to let us know. School will help to register.
- For a smooth application process, it is advised that the applicant use Chrome browser with the Google translate extension enabled. This extension will translate the application process into English. However, please follow the instructions above for the input of your name.

#### [Web registration period]

Examination day	The first day of web registration period	Application period for submission documents
November 20(Sun.), 2022 Online Examination  November 26(Sat.), 2022 At School Examination	October 24 (Mon.) 0:00 JST	October 24 (Mon.) ~ November 7 (Mon.)
February 10(Fri.), 2023 At School Examination	January 16 (Mon.) 0:00 JST	January 16 (Mon.) ~ January 24 (Tue.)

<sup>\*</sup> Please note that the system will be down for maintenance on October 25(Tue.), 2022 from 00:00 to 08:00(JST).

#### ≪Inquiries»

Ritsumeikan Uji high school Admissions office /Tel: +81-774-41-3000 /E-mail:ib-info@ujc.ritsumei.ac.jp

<sup>\*</sup>Applicant who takes online examination has to attend "Internet connection confirmation" held on November 13 (sun), 2022.

- 1. Go to the school Web site and click on "Admissions Information"「入試情報」
  - \* School website: https://www.ritsumei.ac.jp/uji/



2. Click on "High School Web Application."「高等学校 WEB 出願」



## 3. Create "My Page"

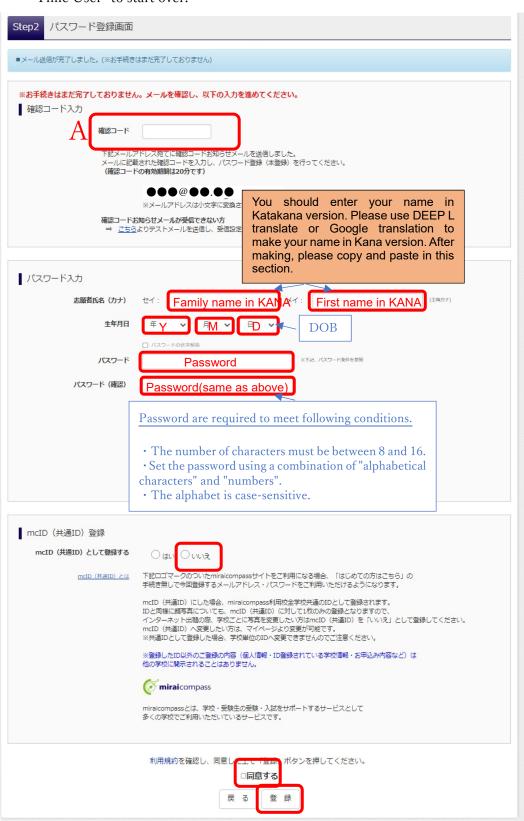
① Click on "First Time User" 「はじめての方はこちら」



② Enter your available E-mail address, then click on "Send" 「送信」



③ You will receive back an e-mail from "mirai-compass@e-shiharai.net" with confirmation code. Enter this confirmation code in box A 「確認コード」 and enter applicant's name, DOB and own password. When all the items circled in red are completed, click on "Register." 「登録」 \* After 20 minutes, the confirmation code will become invalid. In this case, please click on "First Time User" to start over.



④ Password registration complete. Then, click on "Log-in" 「ログインへ」



⑤ Enter your e-mail address and password which you registered and click on "Log-in" 「ログイン」. Then your own "My Page" will open.



4. Click on the button of applicant's name



- 5. Register applicant's photo.
  - \* Please prepare applicant's photo data in JPEG or PNG format (maximum file size is 3 MB).
  - \* Top half, frontal view, hatless and colored photo are required. The background must be plain.
  - \* Data taken with a cell phone or smartphone is acceptable.
    - ① Click on "Register a photo"

「出願用顔写真を登録する方はこちら」



②Click on "Photo upload" 「**顔写真アップロード**」



③Click on "Go to photo registration page" 「写真の登録手続きへ進む」



④ Click on "Select of file"「ファイルの選択」 and choose your photo which you would like to upload.



⑤ Click on "Next" 「次へ」



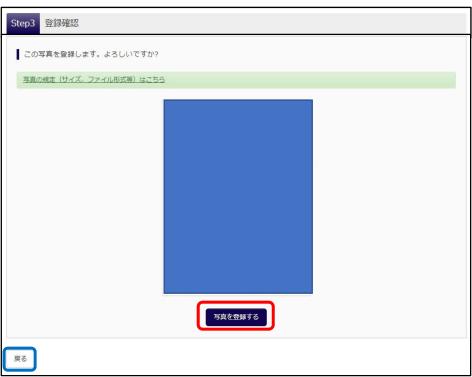
6 You can adjust a photo in this page if you would. After that, click on "Check"

## 「登録する写真をチェック」

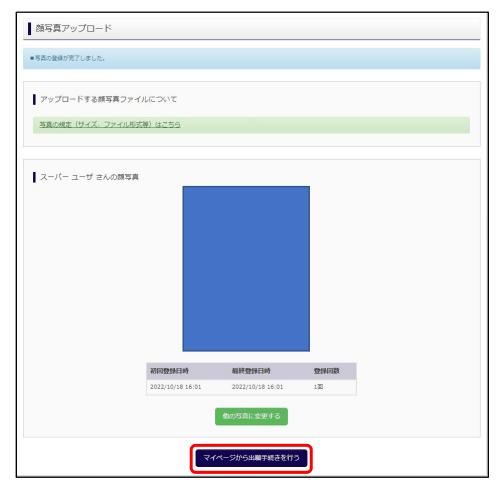


⑦ Confirm your photo and click "Register photo" 「写真を登録する」 if it is O.K..

If you would like to back to previous page, click "Return" 「戻る」, then you can continue to adjust photo.



⑧ Photo registration Complete. Click on "Go to My Page" 「マイページから出願手続きを行う」



6. Click on "Start to apply "「新規申込手続きへ」 and then, please follow the following STEP1 to STEP6 to complete the web registration.



STEP1 Select type of examination 〔入試区分選択〕

- ①Select the type of examination you wish to apply for, and click the "Next" button. 「次へ」
- ②Then the window of Terms of Use will appear, so scroll to the end of the page of it to confirm it.

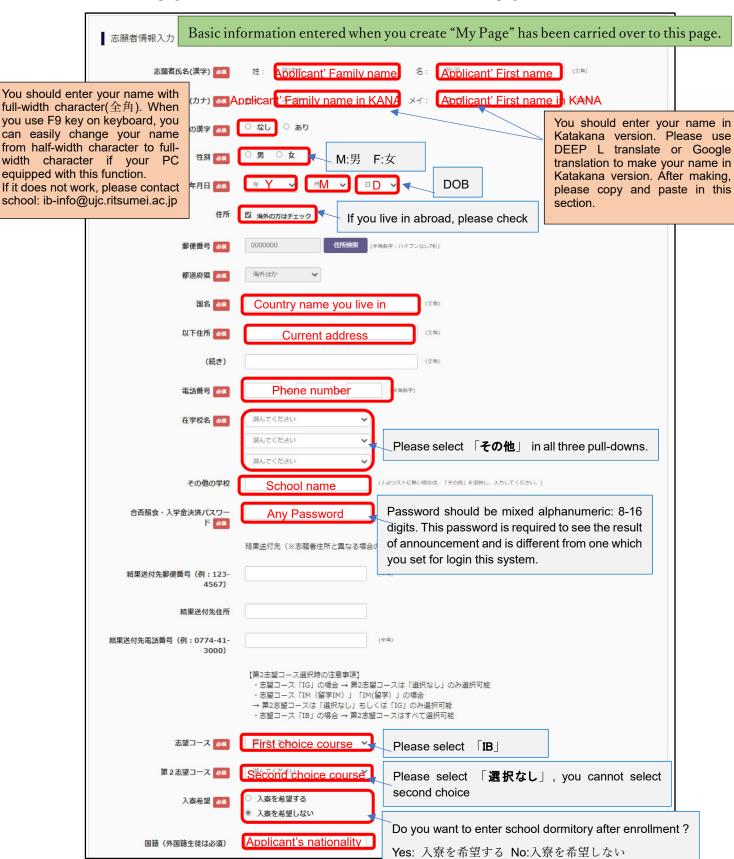


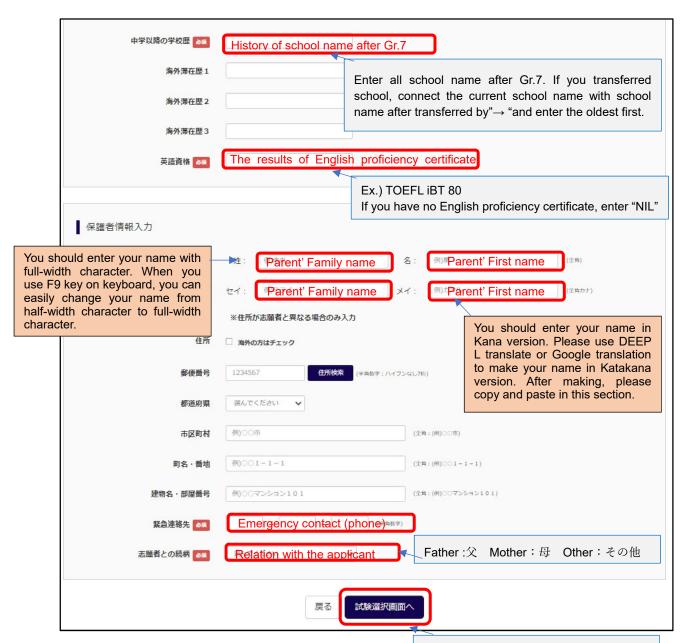
Examination which you wish to apply	Type of Examination
Online examination on Nov.20.(*)	オンライン国際推薦・専願入学試験(申込期間:10/24~11/7)
At school examination on Nov.26	国際推薦・専願・併願入学試験(11月)(申込期間:10/24~11/7)
At school examination on Feb.10	国際推薦・専願入学試験(2 月)(申込期間:10/24~11/7)
Transfer Online exam on Nov.20.(*)	オンライン国際 <b>編入学試験</b> (申込期間:10/24~11/7)
<b>Transfer</b> at school exam on Feb.26	国際 <b>編入学試験</b> (11 月)(申込期間:10/24~11/7)

\*\*Online examination applicants have to live and be studying abroad at the time of examination.

# STEP2 Application information Entry [出願情報入力]

· Enter or select the required information. When you have filled out all the information, click on the "Go to Test Selection page" 「試験選択画面へ」 button at the bottom of the page.





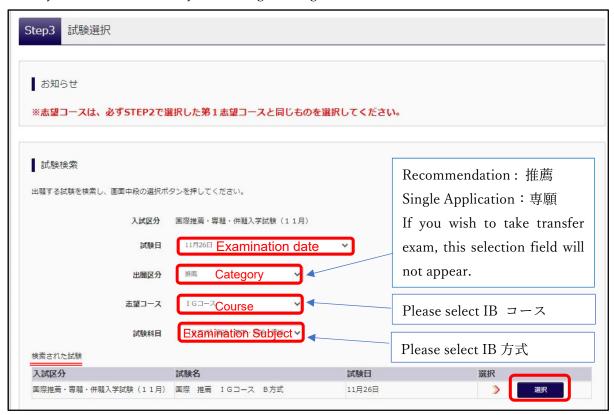
After completion of information circled in red, please click on here

# STEP3 Select of Examination details 〔試験選択〕

・Select the examination date, application category, first choice course, and examination subject.

Once you have made your selections, they will be displayed in the "Searched Exam" column 「検索された試験」.

Confirm that the searched exam is correct, Then click on "Select" 「選択」 button. If there are any errors you can correct them by reselecting them again.





Click on "Select" 「選択」 and your choice will appear in the currently selected exams column 「現在選択中の試験」. Then click on "Go to Payment Screen" 「お支払い画面へ」 at the bottom of the page.



# STEP4 Select Payment method 〔お支払い方法の入力〕

- · Select the payment method between following two, by credit card or at convenience store. Then, Click on "Confirm" 「確認画面へ」.
  - \* Convenience stores are limited to those located in Japan.
  - \* If you select payment by credit card, you will enter the details of card information in next page.



## STEP5 Final Confirmation about registrerd information 〔出願情報の確認〕

・If there are no errors, add a check mark to "Application Details"「申込内容」box and click "Apply with the above information"「上記内容で申込む」 at the bottom of the page.

Please note that once click on 「上記の内容で申込む」, you will not be able to make any correction s and changes. Therefore please make sure your registration details are correct.

上記入力内容にお間違えはありませんか。 「上記内容で申込む」ボタンクリック後、修正ができなくなります。 クリックする前に以下の項目を再確認し、誤りがなければチェックをつけてください。		
申込内容		
立命館宇治高等学校(テスト)		
志順者情報		
志願者氏名(漢字)、性別 は志願者本人の氏名、性別ですか   Is your name and gender correct? 立命 花子 (女)		
<b>生年月日 は志願者本人の生年月日ですか</b> Is your DOB correct? 2007年04月02日		
□ 住所は全て入力されていますか(入力可能文字数を超える場合を除く) Is your current address is completely entered? 京都府 宇治市 広野町		
□ その他申込内容に誤りはありませんか Are there any other errors in your registration information?		
戻る  上記内容で申込む		

## ≪If you notice an error after you have applied≫

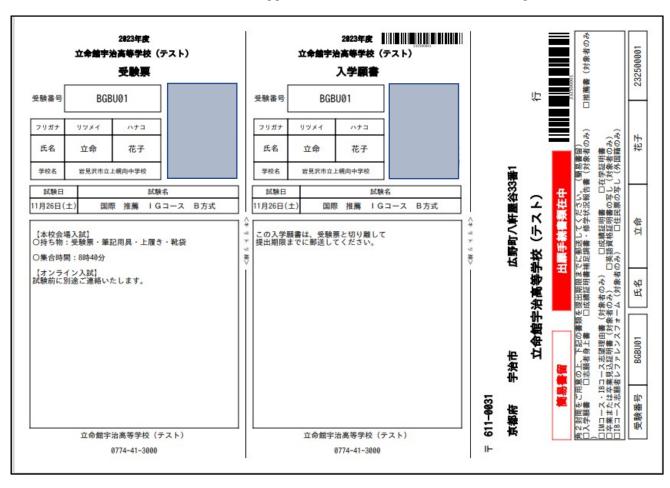
It is not possible to correct the registered information after application. The correct information should be written on the "Personal Information Form" (one of the necessary documents to be submitted) and sent by mail. In addition, please write down the incorrect information on any separate sheet and enclose it with the application documents so that we can identify the incorrect part of the registration. It is not necessary to contact the school individually.

# STEP6 Registration complete〔送信完了〕

- STEP6 page will open to inform you that your registration has been completed, and you will receive an acceptance email to the email address you have registered.
- >>Those who select payment by credit card in STEP4
  You can continue to download the "Examination card, Application Form, and Address label".
  Click on the "My Page (Examination Voucher)" 「マイページ(受験票出力へ)」 button and print it out for documents preparation.
- >> Those who select payment at convenience store in STEP4

  You can download the "Examination card, Application Form, and Address label" after your payment has completed. The payment number described in this page will be required at the time of payment.

≪Examination Card「受験票」·Application Form「入学願書」·Address slip「宛名票」≫



- \* Print out above in A4 size.
  - Examination Card ⇒ Bring it with you on the examination day.
  - Application form ⇒ Send it with other necessary documents to submit.
  - Address slip ⇒ Not to necessarily required to use. If you send the documents from Japan,
     you can use it to put on the envelope as address labels.