

AY2023

**Ritsumeikan University Graduate School
Readmission Examination Guidelines
(Spring/Fall)**

Important information regarding the readmission guidelines

The readmission system at Ritsumeikan University can be used to reapply to the same Graduate School they were dismissed or withdrew from by completing a screening process and necessary procedures by the prescribed deadlines.

The guidelines are composed of two sections: Readmission Examination Guidelines and Readmission Examination Guidelines (For International Students who Need to Newly Acquire a Residence Status of "Student"). Please read the applicable section carefully before applying.

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I. Readmission Examination Guidelines

1. Eligibility for readmission

[Readmission for spring 2023]

Students who were removed from the student registry or withdrew from the University between September 26, 2020 and February 28, 2023 can reapply for readmission in spring 2023.

[Readmission for fall 2023]

Students who were removed from the student registry or withdrew from the University between April 1, 2021 and August 31, 2023 can reapply for readmission in fall 2023.

- Students who were removed from the student registry due to completion of their enrollment period or withdrew from the University due to disciplinary reasons cannot apply for readmission.

Those for whom the exceptional case of readmission for the purpose of acquiring a doctoral degree (conferred under doctoral program or Integrated Doctoral Program) is applicable.

Exceptional Case of Readmission for the Purpose of Acquiring a Doctoral Degree

Students for whom all of the following are true may apply for readmission a maximum of one time provided that a period of two years and six months has not passed counting from the day after the last day of the standard period for completion of the program on which they were enrolled.

- They enrolled on a doctoral program or Integrated Doctoral Program before AY 2009 or entered an Integrated Doctoral Program as a transfer student before AY 2011.
- They enrolled in the program for longer than the standard length of time required for completion of their program and met all the degree requirements stipulated in the Graduate School’s regulations.
- They left the University without a doctoral degree.

2. Application period, interview date/time, and notification of results

	Application Period	Interview Date/Time	Announcement Date
Spring Readmission	Wednesday, February 1, 2023 – Tuesday, February 28, 2023	To be notified at a later date	Mid-March, 2023
Fall Readmission	Tuesday, August 1, 2023 – Thursday, August 31, 2023	To be notified at a later date	Early September, 2023

3. How to apply

During the period specified above, a “Request for Readmission Form” must be submitted to the administrative office of the Graduate School (OIC:Manabi Station), which the student was enrolled at before he/she was removed from the student registry, by either one of the following methods:

- (1) By mail (postmarked by the last day of the application period) or
- (2) In person (before the office closes on the last day)

Depending on the graduate school, you may be asked to submit the following forms in addition to the request form. We will provide you those required forms along with the guidelines.

- (1) When applying for readmission to the Master’s degree program:
“Master’s Thesis Progress Report and Plan for Completion”
- (2) When applying for readmission to the Doctoral/Integrated Doctoral Program:
“Doctoral Dissertation Writing Plan”
- (3) Other documents which each graduate school requires to submit specifically

* Office hours of the graduate school’s administrative offices during the above application period are Monday – Friday, 1:00 p.m. – 5:00 p.m. However, applicants are advised to check the opening hours with the relevant office beforehand as the hours are subject to change.

4. Screening process

Application and interview

The administrative office of the Graduate School will notify the student of the date, time, place and details of the interview after receiving their application.

5. Notification of Results

The administrative office of the Graduate School will send a notification of the admissions decision. Applicants who passed will receive readmission documents along with a notification of acceptance. Applicants who did not pass will be sent a rejection notice.

6. Procedures after passing the examination

(1) Procedure for readmission

Permission for readmission will be granted by the President to successful applicants who complete the procedure for admission (submission of the required documents and the required payment for readmission) by the due date. Therefore you must submit the documents and make the payment by the due date. You are not allowed to be readmitted to the University if you only make the required payment for readmission without submitting the required documents or vice versa.

(2) Submission of required documents for readmission

1) Required documents

- Photo Attachment Form for Student ID
- Certificate of items entered in the certificate of residence
- Pledge Statement/Consent for handling of personal information
- Photocopy of passport (the page showing your photo and name)
 - *Those who do not have Japanese nationality (excluding special permanent residents)

2) Submission deadline

Readmission in the spring semester: Postmarked no later than Friday, March 24, 2023
Readmission in the fall semester: Postmarked no later than Friday, September 15, 2023

(3) Required payment for readmission

1) Required payment for readmission (See “III. Tuition Fees and Membership Fees for Readmission”)

- Readmission fee (10,000 yen)
- Tuition fees
- Membership fees (fees for Graduate Students Council, Academic Association, Ritsumeikan University Alumni Association, and Graduate School Alumni Association)
 - *The University processes payment of membership fees, which students are required to pay together with tuition fees on behalf of the associated organizations.
 - *Students who are readmitted in the fall semester may pay tuition fees and membership fees for the fall semester only.

2) Payment deadline

Readmission in the spring semester: Friday, March 24, 2023
Readmission in the fall semester: Friday, September 15, 2023

3) Refund of tuition fees, excluding the readmission fee, and membership fees if you decline your offer of readmission

After payment is made, the readmission fee will not be refunded for any reason.

Tuition fees other than the readmission fee, and membership fees that have been paid at the time of registration for readmission will be refunded at a later date if a request is made to cancel readmission by submitting the designated “Notice of Readmission Cancellation and Request for Refund of Fees (Excluding Readmission Fee) Paid at the Time of Registration for Readmission”, postmarked by the due date (March 31, 2023 for readmission in the spring semester and September 25, 2023 for readmission in the fall semester). The request will not be accepted after the deadline.

(4) After readmission

- 1) Readmitted students must pick up their Student ID cards at the administrative office of their Graduate School. (at OIC Manabi Station for those who are readmitted to the Graduate School of Business Administration, Policy Science or Human Science)
- 2) Readmitted students are required to attend the information session. Details of the session will be notified by the administrative office of their Graduate School. (by OIC Manabi Station for those who are readmitted to the Graduate School of Business Administration, Policy Science or Human Science)

7. Important Notes

- If the major or course you studied in during the enrollment period no longer exists, consult with the administrative office of your Graduate School.

II. Readmission Examination Guidelines

(For International Students who Need to Newly Acquire a Residence Status of "Student")

International students who are required to obtain “Student” residence status should follow the guidelines below before applying.

1. Eligibility for readmission

[Readmission for spring 2023]

Students who were removed from the student registry or withdrew from the University between September 26, 2020 and February 28, 2023 can reapply for readmission for spring 2023.

[Readmission for fall 2023]

Students who were removed from the student registry or withdrew from the University between April 1, 2021 and August 31, 2023 can reapply for readmission for fall 2023.

- Students who were removed from the student registry due to completion of their enrollment period or withdrew from the University due to disciplinary reasons cannot apply for readmission.

Those for whom the exceptional case of readmission for the purpose of acquiring a doctoral degree (conferred under doctoral program or Integrated Doctoral Program) is applicable.

Exceptional Case of Readmission for the Purpose of Acquiring a Doctoral Degree

Students for whom all of the following are true may apply for readmission a maximum of one time provided that a period of two years and six months has not passed counting from the day after the last day of the standard period for completion of the program on which they were enrolled.

- They enrolled on a doctoral program or Integrated Doctoral Program before AY 2009 or entered an Integrated Doctoral Program as a transfer student before AY 2011.
- They enrolled in the program for longer than the standard length of time required for completion of their program and met all the degree requirements stipulated in the Graduate School’s regulations.
- They left the University without a doctoral degree.

2. Application period, interview date/time, and notification of results

	Application Period	Interview Date/Time	Announcement Date
Spring Readmission	Thursday , December 1, 2022 – Saturday, December 31, 2022	To be notified at a later date	Mid-January, 2023
Fall Readmission	Thursday, June 1, 2023 – Friday, June 30, 2023	To be notified at a later date	Mid-July, 2023

3. How to apply

During the period specified above, a “Request for Readmission Form” must be submitted to the administrative office of the Graduate School (OIC:Manabi Station), which the student was enrolled at before he/she was removed from the student registry, by either one of the following methods:

- (1) By mail (postmarked by the last day of the application period) or
- (2) In person (before the office closes on the last day)

If you send the documents from overseas, you must use a courier service (DHL,Fedex, etc.) or EMS which allows you to trace your mail.

Depending on the graduate school, you may be asked to submit the following forms in addition to the request form. We will provide you those required forms along with the guidelines.

- (1) When applying for readmission to the Master’s degree program:
“Master's Thesis Progress Report and Plan for Completion”
- (2) When applying for readmission to the Doctoral/Integrated Doctoral Program:
“Doctoral Dissertation Writing Plan”

(3) Other documents which each graduate school requires to submit specifically

*The office hours during the above application period are Monday – Friday, 10:00 a.m. – 5:00 p.m. (closed for lunch hours 11:30 a.m. – 12:30 p.m.) However, for winter break from Saturday, December 24, 2022 to Friday, December 31, 2022, applications are accepted only by mail (applicants cannot submit in person.). Hours are subject to change and applicants are advised to check with the office of their Graduate School beforehand.

*The final deadline for readmission application is Tuesday, February 28, 2023 for spring semester and Thursday, August 31, 2023 for fall semester. However, applicants should be advised to submit their application within the period stated in 2. *Application period, interview date/time, and results release date*, since it may take some time for successful applicants to receive a status of residence. If an applicant is unable to submit the application within the application period, the applicant should contact the administrative office of their Graduate School as soon as possible.

4. Screening process

Application and interview

The administrative office of the Graduate School will notify the student of the date, time, place and details of the interview after receiving their application.

5. Results release

The administrative office of the Graduate School will send a notification of the admissions decision. Applicants who passed will receive readmission documents along with a notification of acceptance. Applicants who did not pass will receive a rejection notice.

6. Procedures after passing the examination

(1) Procedure for readmission

Permission for readmission will be granted by the President to successful applicants who complete the procedure for admission (submission of the required documents and required payment of readmission) by the due date. Therefore you must submit the documents and make the payment by the due date. You are not allowed to be readmitted to the University if you only make required payment of readmission without submitting the required documents or vice versa.

(2) Submission of required documents for readmission

1) Required documents

- Photo Attachment Form for Student ID
- Certificate of items entered in the certificate of residence
- Pledge Statement/Consent for handling of personal information
- Photocopy of passport (the page showing your photo and name)

2) Submission deadline

Readmission in the spring semester: Postmarked no later than Friday, March 24, 2023

Readmission in the fall semester: Postmarked no later than Friday, September 15, 2023

(3) Required payment for readmission

1) Required payment for readmission (See “III. Tuition Fees and Membership Fees for Readmission”)

- Readmission fee (10,000 yen)
- Tuition fees

•Membership fees (fees for Graduate Students Council, Academic Association, Ritsumeikan University Alumni Association, and Graduate School Alumni Association)

*The University processes payment of membership fees, which students are required to pay together with tuition fees on behalf of the associated organizations.

*Students who are readmitted in the fall semester may pay tuition fees and membership fees for the fall semester only.

2) Payment deadline

Readmission in the spring semester: Friday, March 24, 2023

Readmission in the fall semester: Friday, September 15, 2023

[Note]

The dates listed above are the last days for the payment. However, you are required to make the payment to obtain a visa by Tuesday, January 31, 2023 for readmission in the spring semester and by Monday, July 31, 2023 for readmission in the fall semester.

*The University applies for a Certificate of Eligibility necessary for issuance of a visa on behalf of international students living outside Japan who find it difficult to make the application in person and have made the required payment for readmission. As it usually takes more than a month to obtain a visa, readmitted students are required to pay the fees by the due dates listed in [Note]. Those who fail to pay the required payment by the due dates listed in [Note] cannot carry out the procedures and may not be able to enter Japan before the course begins.

- 3) Refund of tuition fees, excluding the readmission fee, and membership fees if you decline your offer of readmission

After payment is made, the readmission fee will not be refunded for any reason.

Tuition fees other than the readmission fee, and membership fees that have been paid at the time of registration for readmission will be refunded at a later date if a request is made to cancel readmission by submitting the designated “Notice of Readmission Cancellation and Request for Refund of Fees (Excluding Readmission Fee) Paid at the Time of Registration for Readmission”, postmarked by the due date (March 31, 2023 for readmission in the spring semester and September 25, 2023 for readmission in the fall semester). However, the request will not be accepted after the deadline.

- (4) After readmission

- 1) Readmitted students must pick up their Student ID cards at the administrative office of their Graduate School (at OIC Manabi Station for those who are readmitted to the Graduate School of Business Administration, Policy Science or Human Science) .
- 2) Readmitted students are required to attend the information session. Details of the session will be notified by the administrative office of their Graduate School (by OIC Manabi Station for those who are readmitted to the Graduate School of Business Administration, Policy Science or Human Science) .

7. Important Notes

- (1) If the major or course you studied in during the enrollment period no longer exists, consult with the administrative office of your Graduate School.
- (2) Japanese Resident Status is required for Readmission. If you have failed to obtain the Resident Status in Japan, please promptly consult with the administrative office of the graduate school you wish for readmission.

III. Tuition and Fees for Readmission

Please note that the university fee is composed of the “Admission fee” and “Tuition”.

The “Miscellaneous Membership Fees” are collected along with the “Tuition”.

*The Graduate Degree Programs offered in Japanese are not included in the following information.

1. Admission Fee

(Unit: Yen)

Readmission Fee	10,000
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Note : Payment of the Readmission Fee is required only in the year of the readmission.

2. Tuition

(1) Master’s Program

< Tuition for students who are readmitted to the 1st Year in AY2023.>

(Unit: Yen)

Graduate School		1 st Year		2 nd Year	
		Spring Semester	Spring Semester	Spring Semester	Fall Semester
Policy Science	Tuition	381,400	381,400	381,400	381,400
	Annual Sum	762,800		762,800	
Economics (MPED) International Relations (GIRP)	Tuition	457,700	457,700	457,700	457,700
	Annual Sum	915,400		915,400	
Science and Engineering (except for Mathematics Course)	Tuition	584,800	584,800	584,800	584,800
	Annual Sum	1,169,600		1,169,600	
Mathematics Course	Tuition	546,600	546,600	546,600	546,600
	Annual Sum	1,093,200		1,093,200	
Information Science and Engineering Life Sciences	Tuition	578,300	578,300	578,300	578,300
	Annual Sum	1,156,600		1,156,600	

< Tuition for students who are readmitted to the 2nd Year in AY2023.>

(Unit: Yen)

Graduate School		2 nd Year	
		Spring Semester	Fall Semester
Policy Science	Tuition	381,400	381,400
	Annual Sum	762,800	
Economics (MPED) International Relations (GIRP)	Tuition	457,700	457,700
	Annual Sum	915,400	
Science and Engineering (except for Mathematics Course)	Tuition	584,800	584,800
	Annual Sum	1,169,600	
Mathematics Course	Tuition	546,600	546,600
	Annual Sum	1,093,200	
Information Science and Engineering Life Sciences	Tuition	578,300	578,300
	Annual Sum	1,156,600	

Notes:

- 1) The tuition for students who are readmitted in the third year or above may differ from that listed above.
- 2) Third- and fourth-year students who are enrolled in excess of the standard completion term in a master’s program are only required to pay one half of the amount stipulated in the chart.

(2) Doctoral Program

< Tuition for students who are readmitted in AY2023.>

(Unit: Yen)

Graduate School		1 st Year		2 nd Year		3 rd Year	
		Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall Semester
All Graduate Schools	Tuition	250,000	250,000	250,000	250,000	250,000	250,000
	Annual Sum	500,000		500,000		500,000	

Notes:

- 1) Fourth- to sixth-year students who are enrolled in excess of the standard completion term in a doctoral program are only required to pay one half of the amount stipulated in the chart.
- 2) The tuition fee for those persons enrolled for longer than the standard term for course completion who have fulfilled all the relevant graduate school’s requirements for completion, except those relating to the doctoral dissertation, shall be 100,000 JPY per semester.

※The tuition for students who are readmitted in excess of the standard completion term may differ from that listed above.

3. Miscellaneous Membership Fees

Miscellaneous membership fees collected in the year of enrollment are as follows. The university undertakes the collection of miscellaneous membership fees from its associated organizations, which students are required to pay together with tuition.

(1) Master's Degree Program

(Unit: Yen)

Graduate School		Graduate Students Association Fee*	Academic Society Fee	Alumni Association Fee	Faculty Alumni Fee
Economics	1 st year	4,000*	5,000	30,000	—
	2 nd to 4 th years	4,000*	5,000	—	—
International Relations Policy Science	1 st year	4,000*	8,000	30,000	—
	2 nd to 4 th years	4,000*	8,000	—	—
Science and Engineering Information Science and Engineering Life Sciences	1 st year	4,000*	—	30,000	—
	2 nd to 4 th years	4,000*	—	—	—

(2) Doctoral Degree Program

(Unit: Yen)

Graduate School		Graduate Students Association Fee*	Academic Society Fee	Faculty Alumni Fee
Economics	All years	4,000*	5,000	—
International Relations Policy Science	All years	4,000*	8,000	—
Science and Engineering Information Science and Engineering Life Sciences Technology Management	All years	4,000*	—	—

Note:

* The Federation of Graduate Students Associations AY2022 has decided to collect only 1,000 yen out of the normal (annual) fee of 4,000 yen as part of their efforts to support graduate student activities so that they can maintain and improve their research activities during the COVID-19 pandemic. The Graduate Students Association Fee for AY2023 has not been fixed yet. As of September 2022, only 1,000 yen will be collected same as AY2022. The difference will be settled when the association fee is changed.

-Those who joined the Ritsumeikan University Alumni Association are required to pay the Alumni Association Fee (30,000JPY). However, those who have already paid the fee are not required to do so.

Contact Information

Office hours

- During spring/fall semesters (including final examination periods)
Monday – Friday and class/exam days on holidays and Saturdays, 10:00 a.m.–5:00 p.m.
(Closed during lunch hours 11:30 a.m. – 12:30 p.m.)
- During holiday seasons (summer, winter, and spring break)
Monday – Friday, 1:00 p.m. – 5:00 p.m.

For details, visit the University website (<https://www.ritsumei.ac.jp/pathways-future/eng/>) .
Hours are subject to change and be advised to check with the administrative office of the Graduate School beforehand.

Kinugasa Campus

Address: 56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577 JAPAN
Graduate School of International Relations, Tel: 075-465-1211

Biwako Kusatsu Campus

Address: 1-1-1 Noji-Higashi, Kusatsu, Shiga 525-8577 JAPAN
Graduate School of Economics, Tel: 077-561-3940
Graduate School of Science and Engineering, Tel: 077-561-2624
Graduate School of Information Science and Engineering, Tel: 077-561-5202
Graduate School of Life Sciences, Tel: 077-561-5021

Osaka Ibaraki Campus

Address: 2-150 Iwakura-cho, Ibaraki, Osaka 567-8570 JAPAN
Graduate School of Policy Science, Tel: 072-665-2080
Graduate School of Technology Management, Tel : 072-665-2100