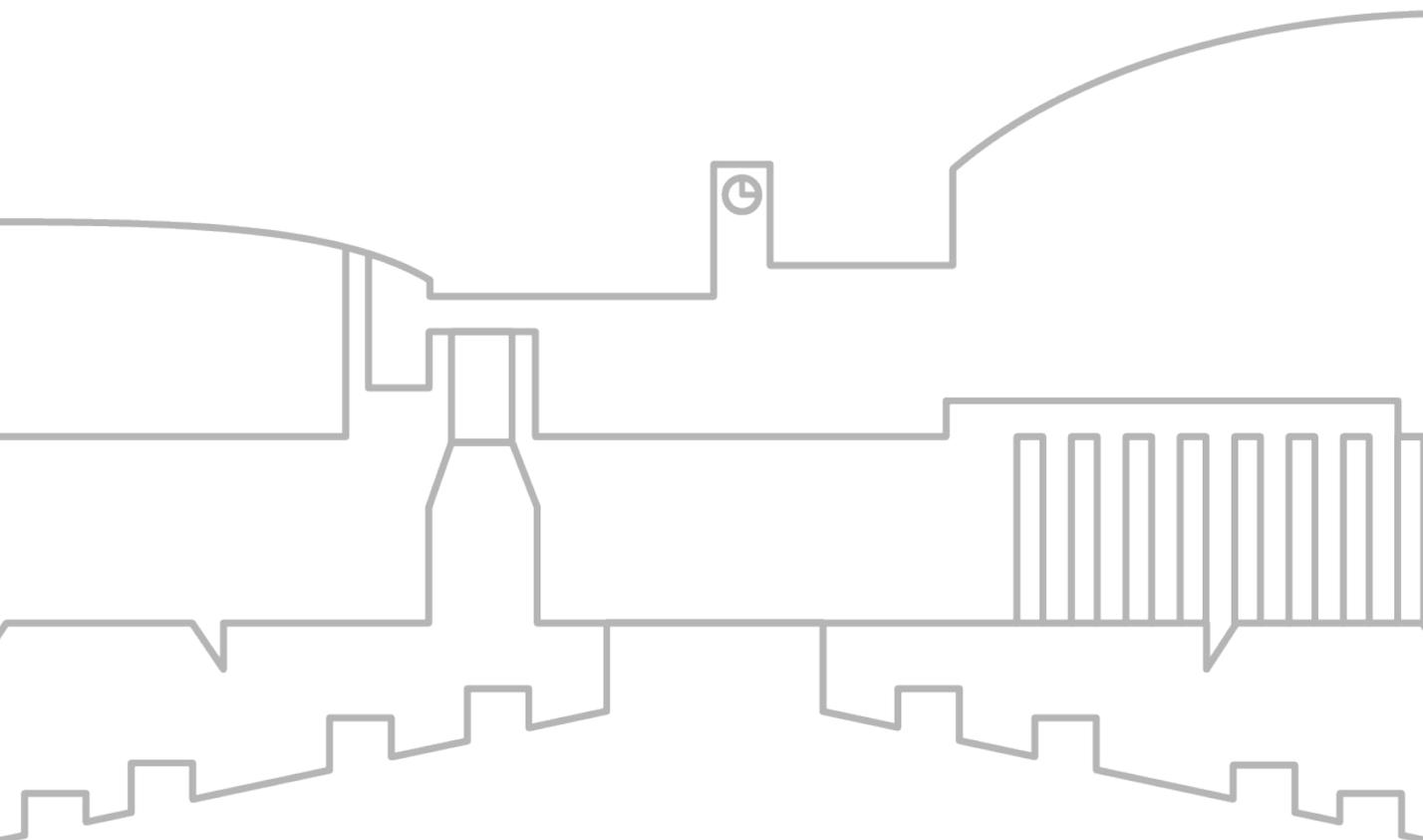


Ritsu-Mate Enrollment Procedures Registration Manual

(for Undergraduate English-basis
Applicants)

- This manual is a user guide for enrollment procedures with Ritsu-Mate.



- [Introduction](#)
- [Login](#)
- [Upload of COE and VISA related Documents
\(Only for International Students\)](#)

Introduction

IMPORTANT NOTES

- ❑ Applicants are highly recommended to go through this manual when using Ritsu-Mate.
- ❑ All times in this manual indicate Japan Standard Time (UTC+09).

-System Maintenance-



Access interrupted from
**7:30 PM on Wednesday to
5:30 AM on Thursday***

-Session Timeout-



Automatic log-out after
90 minutes of inactivity.

-Read Carefully-



Consult this manual
thoroughly

*In case of an urgent interruption, Maintenance Schedule will be announced on the Welcome page.

Prepare the items below before you start using Ritsu-Mate

❑ Browsers

There may be cases where some devices don't work correctly under the recommended environment as below.
(Windows) Microsoft Edge, Google Chrome, Mozilla Firefox
(MacOS) Safari
(iOS) Safari
(Android) Google Chrome

* Recommended OS versions are based on the supports by Microsoft, Apple and Google.

* Recommended browsers are based on the latest edition of the OS.

❑ COE Application Handbook (Only for International Students)

❑ Documents to upload

Login

Access Ritsu-Mate

www.ritsumeit.ac.jp/applicants/

- Click **Login**

[English]

You can switch from Japanese to English by clicking on "English" at the right-hand corner of the screen.

JAPANESE

 立命館大学 Ritsumeikan University

Ritsu-Mate Login

[Account & Password]

Account & Password will be notified by email.

Account *

Password *

Incoming Undergraduate Students

Please do not create a new account.

Please log in using the account and password information provided in the enrollment procedures email sent to the email address registered at the time of application.

Graduate School Applicants / Incoming Graduate Students

For those who don't have a Ritsu-Mate account, click "Create Account" button to register.

If you forget your password, click Reset Password.

Login

Create Account(Graduate Schools Only)

Reset Password

Not to Use

Upload of COE and VISA related Documents

My Page

“My Page” will open when you login. Click “COE Document Upload”.

MESSAGE

[< Go to message box... >](#)

MENU

■ COE Procedure

COE Document Upload

■ Online Enrollment Procedure

Online Enrollment Procedure

■ Inquiry

Inquiry for Admission

Upload of COE Documents

Step 1: Select Admission Method(s)

The Admission Method will be displayed

[Ritsui-Mate My Page] > [Registration of COE Documents]

Application List

Select Documents
you are submitting.

Select the Entrance Examination Method(s) of COE application

The Entrance Examination (s) which you can upload COE documents for is as follows.

2 1 (Total 1 item(s))

	College/Graduate School	Admission Method	Scholarships
Sel	College of International Relations	Recommendation Admissions (English Basis)	

Back

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1) Make sure that there are no errors with 'College/Graduate School' and 'Admission Method'.

'Scholarships' shows percentage of 'Tuition Reduction Scheme for International Students' if you are honored. The amount of tuition reduction is shown as below.

Enrollment	Percentage of Tuition Reduction	Shown as
April	Tuition Reduction Scheme 100% One Year	TRS100OY
	Tuition Reduction Scheme 50% One Year	TRS50OY
	Tuition Reduction Scheme 20% One Year	TRS20OY
September	Tuition Reduction Scheme 100% Fall Semester*	TRS100FS
	Tuition Reduction Scheme 50% Fall Semester*	TRS50FS
	Tuition Reduction Scheme 20% Fall Semester*	TRS20FS

* Period of award for the Tuition Reduction Scholarship is 1 year (2 Semesters: Fall and Spring Semesters) from initial enrollment.

2) Click "Sel" after confirming the details above.

Upload of COE Documents

Step 2: List of COE Documents

The registration menu will be displayed. Download the required documents and submit them according to the instructions of After Admission page (<http://en.ritsumei.ac.jp/e-ug/apply/afteradmissions.html/>).

List of COE documents

Please select documents that you are going to submit.

Follow instruction in your "Enrollment Procedures Handbook I" and submit COE documents.

※After submitting COE documents, click the "Reload" button to update information.

※You can't resubmit the documents you have already submitted.

Application for Certificate of Eligibility, Planning Form for Payment of Expenses in Japan, Statement of Financial Support, and Request form for Confirmation of Scheduled Enrollment must be submitted in the designated forms. Please download the forms from the link below, fill them up, and submit. https://en.ritsumei.ac.jp/e-ug/apply/after_docs.html/

Reload

The screenshot shows a table with the following columns: Document Title and Status of Submission. The table contains the following rows:

Document Title	Status of Submission
Personal Data for Application for COE	submitted
Statement of Financial Support	submitted
Certificate of Bank Balance	submitted
Proof of Income	submitted
Request Form for Scheduled Enrollment Confirmation	submitted
Photograph	submitted
Photocopy of Passport	submitted
Photocopy of Residence Card (在留カード)	not submitted

Callouts provide additional information:

- [Personal Data for Application for COE]** Only for COE Application (Callout 1)
- [Statement of Financial Support]** Only for those who Extend/Change Status of Residence (Callout 2)
- [Photocopy of Residence Card (在留カード)]** Only for those who hold a Residence Card (在留カード) of Japan. Do not upload any other certificates, such as a national ID card. (Callout 3)

The 'Reg' button is located at the bottom left of the table.

- 1) The documents to be uploaded are displayed.
- 2) The submission status of each document is displayed.
- 3) You can access the page by clicking 'Reg'.
You can start upload from any of the listed documents.

Upload of COE Documents

Step 3: Confirmation of Submitted Documents

- Files must be in pdf, docx, xlsx, or jpeg format
- File names should NOT contain space
- Each file size should be less than 9MB.
- If you wish to upload more than two documents in one section, **combine them into one document** before uploading
- Click 参照...button to select a file from your device
- Click **Confirm** to proceed

Once uploaded, you cannot replace the file.

Submit COE Documents

Please select the relevant COE documents and click the "Confirm" button.

※Files must be submitted in the format of either "pdf","xlsx","docx","txt", or "jpeg".

※For each file name, use only alphabets, numbers, or "." (period), "-" (hyphen), and "_" (underbar)".
" (space)" cannot be contained in filenames.

* Required field

Document Title Personal Data for Application for COE

Files to upload *

参照...

Click this button and check your file to be uploaded.

Close

Confirm >

Confirm the uploaded documents and click "Confirm" if there are no errors.

Select a file to upload

Confirm the file to upload

Uploaded

Confirmation of COE Documents

Please confirm the contents of uploaded documents.

Document Title Application for Certificate of Eligibility

Files to upload Application_for_certificate_of_eligibility.xlsx

Close

< Back

Register

You cannot delete the file once you click "Register". In case you want to replace the document, please contact the International Admissions Office.

Upload of COE Documents

Step 3: Confirmation of Document Submission

Upload all necessary documents by repeating steps 2 and 3.



Complete of COE Documents

Your application documents have been successfully submitted.

Close

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List of COE documents

Please select documents that you are going to submit.

Follow instruction in your "Enrollment Procedures Handbook I" and submit COE documents.

※After submitting COE documents, click the "Reload" button to update information.

※You can't resubmit the documents you have already submitted.

Application for Certificate of Eligibility, Planning Form for Payment of Expenses in Japan, Statement of Financial Support, and Request form for Confirmation of Scheduled Enrollment must be submitted in the designated forms. Please download the forms from the link below, fill them up, and submit. http://en.ritsumeai.ac.jp/e-ug/apply/after_docs.html/

https://en.ritsumeai.ac.jp/e-ug/apply/after_docs.html/

Reload

If you click "Reload", Status of Submission will be updated.

[Personal Data for Application for COE]
Only for COE Application

[Statement of Financial Support]
Only for those who Extend/Change Status of Residence

	Document Title	Status of Submission
	Personal Data for Application for COE	submitted
	Statement of Financial Support	submitted
	Certificate of Bank Balance	submitted
	Proof of Income	submitted
	Request Form for Scheduled Enrollment Confirmation	submitted
	Photograph	submitted
	Photocopy of Passport	submitted
Reg	Photocopy of Residence Card (在留カード)	not submitted

Close

[Photocopy of Residence Card (在留カード)]
Only for those who hold a Residence Card (在留カード) of Japan.