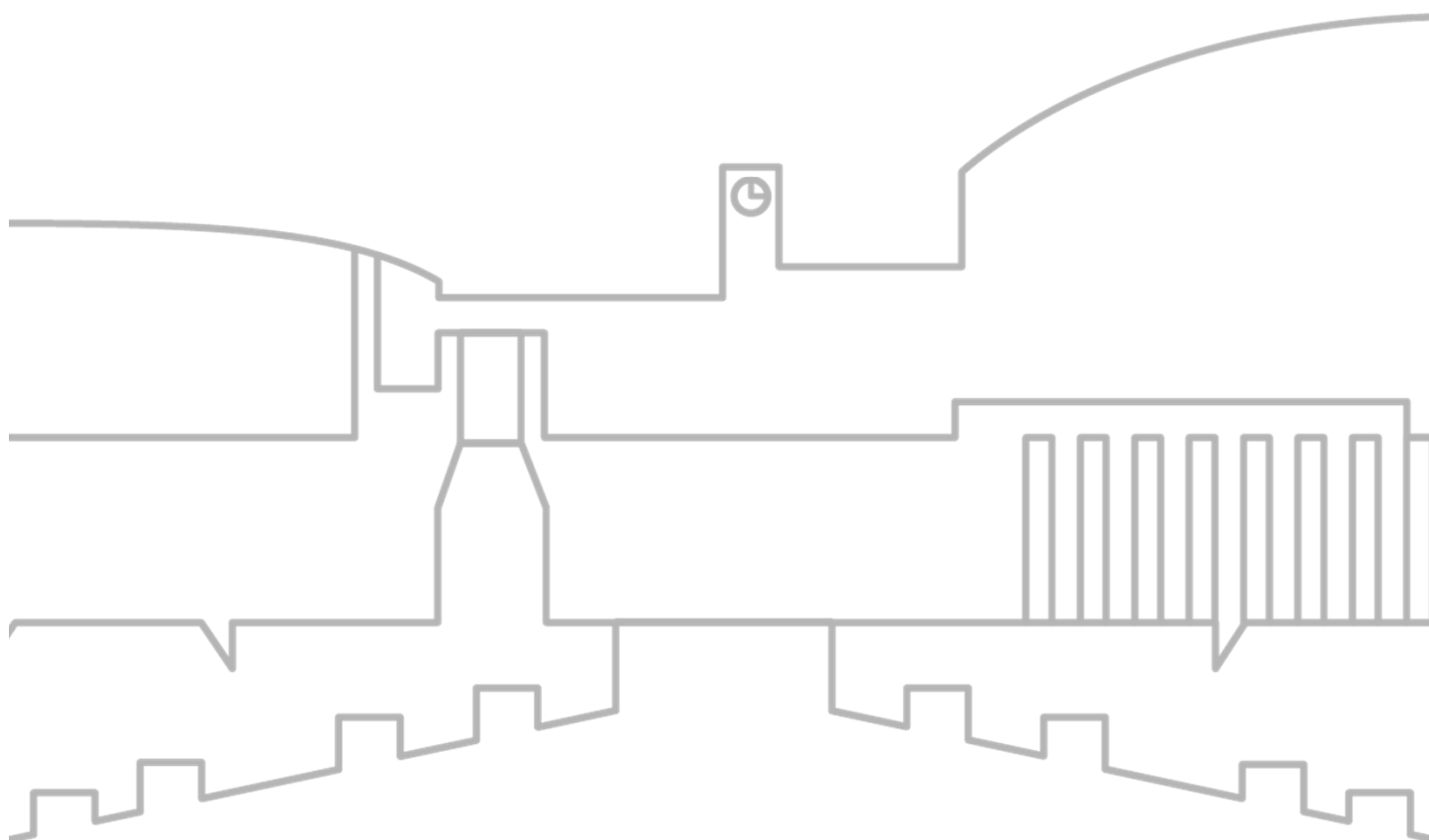# Ritsu-Mate Enrollment Procedures Registration Manual

（ for Undergraduate English-basis Applicants ）

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

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R RITSUMEIKAN
UNIVERSITY

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

- ❑ Supported Browser
    - • Windows: Microsoft Edge, Internet Explorer 11.0, Google Chrome, Mozilla Firefox
    - • MacOS: Safari 10 or latest
    - • iOS10:   Apple Safari
    - • Android 7.0:   Google Chrome

- ❑ COE Application Handbook (Only for International Students)
- ❑ Documents to upload
- ❑ Personal and Parent's/Guardian's information

Login

Access Ritsu-Mate
www.ritsumei.ac.jp/applicants/

- Click **Login**

[English]
You can switch from Japanese to English by clicking on "English" in the top right-hand corner of the screen.

JAPANESE

R 立命館大学 Ritsumeikan University

Ritsu-Mate Login

[Account & Password]
Account & Password will be notified by email.

Account *

Password *

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 | 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".

[Ritsu-Mate My Page]

立尾　命依's Page

MESSAGE
< Go to message box... >

MENU

■Examination Result

Examination Result

■COE Procedure

COE Document Upload

■Online Enrollment Procedure

Online Enrollment Procedure

■Inquiry

Inquiry for Admission

Once the Online Enrollment Procedures period has begun, the "Online Enrollment Procedure" will appear after login.

Upload of COE Documents

Step 1: Select Admission Method(s)

The Admission Method will be displayed

[Ritsu-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.

(Total 1 item(s))

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

Back

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.

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/).

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

🗗 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…

Close   Confirm >

> Click this button and check your file to be uploaded.

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.

Select a file to upload	Confirm the file to upload	**Uploaded**

🗗 Complete of COE Documents

Your application documents have been successfully submitted.

[Close]

🗗 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]

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

(Total 8 item(s))

	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]

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

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Online Enrollment Procedures

Overview of Online Enrollment Procedures

- **Designated period for the enrollment procedures varies according to College and Admission Method. Check the "After Admission" website relevant to your application.**

- **Please note that required items for registration are different for each College, Admission, method, and nationality.**

- **There are completed procedures that cannot be edited upon completion. Please be careful when entering details.**

	Items for Registration	Subject	Registration	Revision	Reference
1	Registration and Correction of Personal Information	All enrollees	○	○	○
2	Registration and Correction of Family Information	All enrollees	○	○	○
3	Pledge Form	All enrollees	○	✕	✕
4	Agreement of Personal Information	All enrollees	○	✕	✕
5	Registration and Correction of International Student Information	Only Students without Japanese nationals (including Long-term residents "定住者", Permanent residents "永住者")	○	○	○
6	Photo Upload for Student Information Card	All enrollees	○	✕	○

Online Enrollment Procedures

Top Page

Once the Online Enrollment Procedures period has begun, the "Online Enrollment Procedure" will appear after login.

RITSUMEI Taro's Page

Online Enrollment Procedures

List of Enrollment Procedures

Examination information you have passed is displayed here.

	College/Graduate School	Department/Major	Major/Course	Application No.	Admission Method	Examination date	Scholarships	Admission Fee	Tuition Fee	Enrollment Documents
Proceed	College of International Relations	Department of International Relations	Global Studies Major		April AO Admissions (English Basis)					

1 Check the following information (College/Graduate School, Department/Major, Major/Course and Application No.).

"Examination date"：The final result notification date is displayed here instead.

2 Press "Proceed" of the row corresponding the course you are admitted to.

Online Enrollment Procedures

The menu screen for registration is displayed.

*Below is an example of what is displayed.

Enrollment Procedures

Please complete all the enrollment procedures within designated periods following admission / enrollment guidelines.
Each procedures such as payment of the Admission Fee, the Tuition Fees and submission of the Enrollment Documents as well as online enrollment procedures must be completed by the enrollment procedures deadline.

③ ① ② (Total 7 item(s))

		Enrollment Procedures	Final Registration Date
Reg		Registration and Correction of Personal Information	
Reg		Registration and Correction of Family Information	
Reg		Pledge Form	
Reg		Agreement of Personal Information	
Reg		Registration and Correction of International Student Information	
	Create	*Not to use Download mailing label for Enrollment Documents	
Reg		Photo Upload for Student Information Card	

Back

① Items that require registration will be shown.

② The date and time of your final registration will be shown.

③ The display will be switched to the Reg/Create screen when you press the corresponding buttons. You can register the items in any order.

1. Registration and Correction of Personal Information

Step(1) Registration of Personal Information

On the "Online Enrollment Procedures" screen, press the "Reg" for the "Registration and Correction of Personal Information".

(Total 7 item(s))

		Enrollment Procedures	Final Registration Date
Reg		Registration and Correction of Personal Information	
Reg		Registration and Correction of Family Information	
Reg		Pledge Form	
Reg		Agreement of Personal Information	
Reg		Registration and Correction of International Student Information	
	Create	Download mailing label for Enrollment Documents	
Reg		Photo Upload for Student Information Card	

Register your personal information. You can modify the information in "Registration and Correction of Personal Information" during the designated period for online procedures. <u>The information is displayed based on the data at the time of your application</u>. Make changes if necessary. If you do not need to make any changes, proceed to the next step.

Registration of Personal Information

Please enter the following information.
(Please enter your address at the time of your enrollment.
In case you are planning to move in the future and don't kno

Management of Personal Information at Ritsumeikan Univ

* Required field

Personal Information	
Name	RITSUMEI Taro
Name (Katakana)	RITSUMEI Taro
Gender	Male
Date of Birth	05/30/96
1st Nationality *	KOR : Korea, Republic of Korea
2nd Nationality	
Postal Code *	999-9999 🔍
Prefecture *	Other than those above ▾
City *	Room 111, ABC Building, DEF s
Street No. *	Ritsumei District, RU City

Please input your Town, Village and Street Number.

Building	Republic of Korea, 12345
Home Telephone Number	+99-99-999-9999

Please input numbers with hyphen.Enter the home phone number or mobile p

Mobile Telephone Number	+99-99-999-9999

Please input numbers with hyphen.Enter the home phone number or mobile p

Email Address	abc123@gmail.com

[Name ・ Name (Katakana) ・Gender・Date of Birth]
Your name is registered based on your application information and university's regulation, and it cannot be modified.
Contact the International Admissions Office if there is any change needed.
For Name (Katakana), it will be displayed in alphabet.

Ritsumeikan University will register your name in the same order as printed on your passport.
(For those who possess Japanese nationality: Ritsumeikan University registered your name in the same order as printed on your JAPANESE passport.)
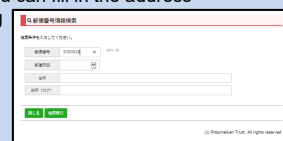
【1st Nationality and 2nd Nationality】
Select your nationality. If you have dual nationalities and one of them is Japanese, select Japan for the 1st Nationality.
If neither of them is Japanese, select the nationality of the passport that you use when entering Japan.

[Postal Code & Prefecture]
(Only applicable for Japanese residents)
By checking on the 🔍 icon next to the "Postal Code" field, you can fill in the address automatically in the sections for Prefecture and City by entering the postal code in the box appeared.

(Overseas Address)
Postal Code: Enter "999-9999."
Prefecture: Enter "Other than those above."

[City（Address A）, Street No.（Address B）, Building（Address C）]

(Overseas Address)
Address A: Your address
Address B: (if more space is required, use Address B Field as well.)
Address C: Your Country and Postal Code （E.g.: China, 123456）

※If you are living outside Japan, instead of using City, Street No., Building, follow above Address A, B and C method.

※The maximum number of characters you can enter for any of these fields is 40. In case of exceeding the maximum, use abbreviations instead.
EG: St. (Street), Blvd. (Boulevard)

（Only applicable for Japanese residents）
If you are living in Japan, write in Japanese.

【Home / Mobile Telephone Number】
Be sure to enter a telephone number that we can reach you as we need to contact you about the enrollment procedures. Either a "Home Telephone Number" or a "Mobile Telephone Number" must be entered. If outside Japan, enter the country code as well.

1. Registration and Correction of Personal Information

Step (1) Registration of Personal Information

Parent's/Guardian's Information/Tuition Fee Billing Address (who is responsible for the payment of your tuition fees) are displayed based on the information you submitted for your application. Make changes if necessary. If you do not need to make any changes, proceed to the next step.

Your Home Address

Guarantor's Information at the time of application is registered here.
Please re-enter the following information if it needs correction.

Field	Value	Note
Postal Code *	999-9999 🔍	Please input 8 numbers with hyphen. If your address is outside Japan, please input '999-9999'.
Prefecture *	Other than those above ⏷	If your address is outside Japan, please select 'Other than those above'.
City *	_Room 111, ABC Building, DEF st.	Please input your City and County.
Street No. *	Ritsumei District, RU City	

Please input your Town, Village and Street Number.

Field	Value	Note
Building	Republic of Korea, 12345	Please input the name of your apartment.
Home Telephone Number	+99-99-999-9999	

Please input numbers with hyphen.Enter the home phone number or mobile phone number of your home address.

Field	Value
Mobile Telephone Number	+99-99-999-9999

Please input numbers with hyphen.Enter the home phone number or mobile phone number of your home address.

Parent's/Guardian's Information

Parent's/guardian's information at the time of application is registered here.
Please re-enter the following information if it needs correction.

Field	Value
Name *	RITSUMEI Jiro
Relationship *	Father ⏷
Others	
Postal Code *	999-9999 🔍
Prefecture *	Other than those above ⏷
City *	Room 111, ABC Building, DEF st.
Street No. *	Ritsumei District, RU City

Please input your Town, Village and Street Number.

Field	Value
Building	Republic of Korea, 12345
Home Telephone Number	012-345-6789
Mobile Telephone Number	

Please input numbers with hyphen. Enter the parent's/guardian's home phone number or mobile phone number.

【Parent's/Guardian's Information】
Select your father, mother, brother, sister, or spouse as Parent/Guardian. If none of the above relatives can become a Parent/Guardian, fill in the address, name, etc., of a someone who is not a dependent and can reliably fulfill their responsibilities as a Parent/Guardian.

※If your Parent/Guardian resides outside Japan, enter the overseas address (Parent/Guardian does not need to reside in Japan or be a Japanese citizen).
※For the address outside of Japan, use the English alphabet. (Do not use Chinese Characters or Hangul etc.)

【Home / Mobile Telephone Number】
Either a "Home Telephone Number" or a "Mobile Telephone Number" must be entered.

1. Registration and Correction of Personal Information

Step(1) Registration of Personal Information

Parent's/Guardian's Information/Tuition Fee Billing Address are displayed based on the information you submitted for your application. The Parent's/Guardian's Information/Tuition Fee Billing Address is for sending bills for your Tuition Fees after enrollment. As we only send bills to an address in Japan, appoint a person who resides in Japan and enter the address. If you cannot find such a person, put your name and current address.

Tuition Fee Payer

Parent's/guardian's information at the time of application is registered here.
Please re-enter the following information if it needs correction.

Name *	RITSUMEI Jiro
Relationship *	Father
Others	
Postal Code *	999-9999 🔍 Please input 8 numbers with hyphen. If your address is outside Japan, please input '999-9999'.
Prefecture *	Kyoto If your address is outside Japan, please select 'Other than those above'.
City *	Room 111, ABC Building, DEF st. Please input your City and County.
Street No. *	Ritsumei District, RU City

Please input your Town, Village and Street Number.

Building	Republic of Korea, 12345 Please input the name of your apartment.
Home Telephone Number	+99-99-999-9999

Please input numbers with hyphen. Enter the home phone number or mobile...

Mobile Telephone Number	+99-99-999-9999

Please input numbers with hyphen. Enter the home phone number or mobile phone number of the billing address.

[Tuition Fee Billing Address] (Japanese Address Only)
Bills for your Tuition Fees after enrollment will be sent to this address. Appoint a person who resides in Japan and enter the address.

※If you cannot appoint a person, put your name and current address. After enrollment, please update it to your address in Japan.

【Home / Mobile Telephone Number】
Either a "Home Telephone Number" or "Mobile Telephone Number" needs to be entered. Enter hyphens if they are missing.

Emergency Contact Information

Name *	RITSUMEI Jiro
Telephone Number *	+99-99-999-9999 Please input numbers with hyphen.

【Emergency Contact Information】
The emergency contact may be different from your Parent/Guardian.

[Back] [Next >]

Step(2) Education Information Registration

Confirm the information registered at the time of your Application. Click "Confirm" if there are no errors.

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Personal Information]

Registration of Personal Information	Education Information Confirmation	Confirmation of Registration Information	Completed

Education Information Confirmation

Please confirm your education information.

The information at the time of application is registered here.
If it needs correction, please contact International Admissions Office.

Application Eligibility Information	
High School Code	52000E
High School Name	外国の学校等
Hich School Course	
(Estimated) Graduation Date	2023/7

[Each Columns]
After your application, we changed your Education Information appropriately based on your Application Documents.

Your information will be displayed as follows
High School Code: 52000E
High School Name: 外国の学校等
If there are any mistake in the "(Estimated)Graduation Date", contact International Admissions Office.

< Back   Confirm >

1. Registration and Correction of Personal Information

Step(3) Confirmation of Personal Information

If there are no errors, click "Register".
Click "Back" to return to the previous screen if you need to make any changes.

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Personal Information]

| Personal Information | Education Information | Confirmation of Registration Information | Completed |

Confirmation of Personal Information

Please check your information listed below.

Personal Information

Name	RITSUMEI Taro
Name (Katakana)	RITSUMEI Taro
Gender	Male
Date of Birth	05/30/96
1st Nationality	KOR : Korea, Republic of Korea
2nd Nationality	
Postal Code	999-9999
Prefecture	Other than those above
City	Seoul, Korea
Street No.	ABC-gu, 123
Building	ABC Apartment 1ho
Home Telephone Number	+99-99-999-9999

〜Some sections are omitted〜

Emergency Contact Information

| Name | RITSUMEI Jiro |
| Telephone Number | +99-99-999-9999 |

Application Eligibility Information

High School Code	52000E
High School Name	外国の学校等
Hich School Course	-
(Estimated) Graduation Date	2015/2

< Back   Register

Step(4) Completion of Registration of Personal Information

The registration of personal information is completed.

You can return to the menu screen by clicking "Completed".

On the menu screen, the date and time will be displayed in the "Final Registration Date" section.

You can make changes during the designated period for online enrollment procedures.

Step(1) Registration of Family Information

Click "Reg" below for the "Registration and Reference of Family Information".

		Enrollment Procedures	Final Registration Date
Reg		Registration and Correction of Personal Information	2020/12/22 13:37:26
Reg		Registration and Reference of Family Information	

Family information will be used when providing information to your Parent/Guardian from Ritsumeikan University and Ritsumeikan University Parents Association of Student Education Assistance or in case of an emergency etc. Enter the information at the time of your enrollment (expected information acceptable). **You cannot modify this information once it is registered. Notify the International Admissions Office if any corrections or changes need to be made.**

Registration of Family Information

Enter Family Information by referring to Enrollment Procedure webpage.
Refer to the Alumni Code / Occupation Code here.

Parent's/Guardian's Information

Enter information as of time of enrollment
(scheduled / planned information is acceptable)

Relationship to the Applicant	Father
Name	RITSUMEI Jiro
Name (Katakana)	リツメイ ジロウ
Age	55
Organization/Company Name	Ritsumei Corporation
Occupation Code	
Daytime Contact Number	+99-99-9999-9999
Email Address	abc@gmail.com
Alumni Code	
Graduation Year	

Relationship to the Applicant	Mother
Name	RITSUMEI Hanako
Name (Katakana)	リツメイ ハナコ
Age	51
Organization/Company Name	ABC Company
Occupation Code	
Daytime Contact Number	+99-99-999-9999
Email Address	123@gmail.com
Alumni Code	
Graduation Year	

If your Parent/Guardian is not your father or mother, fill in the information below.

Relationship to the Applicant	
Name	
Name (Katakana)	
Age	
Organization/Company Name	
Occupation Code	
Daytime Contact Number	
Email Address	
Alumni Code	
Graduation Year	

You have to enter the "Name" and "Daytime Contact Number" of either your "Father", "Mother" or "Other".

【Parent's/Guardian's Information】
If you have neither a father nor mother, you do not need to enter information here. Enter your Parent's/Guardian's information in the columns below. If you are an international student whose parents reside overseas, enter the overseas address (your Parent/Guardian does not need to reside in Japan).
※For the address outside of Japan, use the English alphabet. (Do not use Chinese Characters or Hangul etc.)

【Organization/Company Name, Occupation Code】
Select the Occupation Code from the above link "Alumni Code/Occupation Code". You do not need to enter if your Parent/Guardian is a housewife, a pension recipient or has no occupation etc. This data will be used for statistics so select a code of a similar occupation if you do not know which to select.

【Daytime Contact Number/Email Address】
This contact information will be used by the university and Ritsumeikan University Parents Association of Student Education Assistance, including in case of an emergency. Enter contact information that can be reached during the daytime.

【Alumni Code/Graduation Year】
Select the Alumni Code/Occupation Code from the link above and enter the graduation year only if your Parent/Guardian is an alumni of Ritsumeikan University or its affiliated schools.

If the Parent/Guardian is not the father or mother, select the applicable relationship to the applicant and enter the information below, starting from the name.

2. Registration and Correction of Family Information

Step(1) Registration of Family Information

If your sibling is currently enrolled in a college at Ritsumeikan University (excluding graduate schools), the Registration Fee (5,000 yen) for the Ritsumeikan University Parents Association of Student Education Assistance will be refunded. Enter the information as below and click "Confirm".

Sibling's Information if enrolled now in Ritsumeikan colleges

Enter sibling's information if she/he is/was enrolled in Ritsumeikan colleges (excluding graduate schools).
You will be reimbursed for Registration Fee of Parents Association of Student Education Assistance.
Where we can not confirm the information, we will not refund the fee.

Name	RITSUMEI Ichiro	Put a space between your family and given names.
Name (Katakana)	リツメイ　イチロウ	Put a space between your family and given names.
College	College of International Relations	
Student ID Number	12345678901	Input nu...

【Student ID Number】
If your sibling is currently enrolled, enter the current student ID number. If he/she was enrolled in the past, enter the student ID number at the time of graduation. You do not need to enter if the number is unknown.

Name		
Name (Katakana)		
College		
Student ID Number		Input numbers without hyphen.

If you have 4 or more applicable siblings, enter the information of the oldest 3. If twins or siblings enrolled at the same time, enter their "Name", "Name (Katakana)", and "College" only.

Name		Put a space between your family and given names.
Name (Katakana)		Put a space between your family and given names.
College		
Student ID Number		Input numbers without hyphen.

Back   Confirm >

2. Registration and Correction of Family Information

Step(2) Confirmation of Family Information

Confirm your Family Information and click "Register".

2. Registration and Correction of Family Information

Step(3) Completion of Registration of Family Information

Registration of Family Information has been completed. Click "Completed" to return to the menu.

On the menu screen, the date and time will be displayed in the "Final Registration Date" section.

You can make changes during the designated period for online enrollment procedures.

You cannot make any changes after the designated period for online enrollment procedures. Notify "MANABI Station" on your campus if you need to make any changes after enrollment.

Enrollment Procedures

Please complete all the enrollment procedures within designated periods following admission / enrollment guidelines.
Each procedures such as payment of the Admission Fee, the Tuition Fees and submission of the Enrollment Documents as well as online enrollment procedures must be completed by the enrollment procedures deadline.

(Total 7 item(s))

		Enrollment Procedures	Final Registration Date
Reg		Registration and Correction of Personal Information	2020/12/22 13:37:26
Reg		Registration and Correction of Family Information	2020/12/22 13:41:06
Reg		Pledge Form	
Reg		Agreement of Personal Information	
Reg		Registration and Correction of International Student Information	
	Create	Download mailing label for Enrollment Documents	
Reg		Photo Upload for Student Information Card	

Back

3. Pledge Form

Submit Pledge form

Click "Reg" below for the "Pledge Form".

(Total 7 item(s))

		Enrollment Procedures	Final Registration Date
Reg		Registration and Correction of Personal Information	2020/12/22 13:37:26
Reg		Registration and Correction of Family Information	2020/12/22 13:41:06
Reg		Pledge Form	
Reg		Agreement of Personal Information	
Reg		Registration and Correction of International Student Information	
	Create	Download mailing label for Enrollment Documents	
Reg		Photo Upload for Student Information Card	

Back

After reading the pledge carefully, please tick the "I agree" box and click the "Register" button.
Please make sure that the <Yourself> column is filled out by the student and <The Parent / Guardian (or a person who will accept the identity> column is filled out by the parents or family members.

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Pledge Form]

Register ▶ Completed

Submit Pledge Form

After reading the Pledge carefully, please tick the box "I agree" and click the "Register" button.

Pledge Form

To President of Ritsumeikan University,

<Yourself>

I hereby pledge that upon admission, I will be fully aware of my responsibility as a student of Ritsumeikan University and will abide by the regulations of Ritsumeikan University and all other rules of the University (including those prohibiting smoking on campus and commuting by car).

○ I agree

<Parent/Guardian (or a person who will accept the identity) >

The Parent/Guardian (or a person who will accept the identity) himself/herself must tick the box " I agree"

I, as a Parent/Guardian (or a person who will accept the identity), hereby agree to oversee that the person above adheres to the above pledge upon enrollment in Ritsumeikan University. Furthermore, I accept responsibility for tuition payment binding the person mentioned above while enrolled.

* The Parent/Guardian (or a person who will accept the identity) must be a person who makes an independent living and is able to fulfill the obligations as the above. In principle, a parent, elder brother or sister. However, If the student is currently a fulltime worker, they may also be able to appoint a spouse, brother, sister or adult child as a Parent/Guardian.

○ I agree

Back   Register

Once Register is completed, "Reg" button disappears and you cannot make any changes after registration has been completed.

3. Pledge Form

Submit Pledge form

Registration of Pledge form has been completed. Click "Completed" to return to the menu.

On the menu screen, the date and time will be displayed in the "Final Registration Date" section.
You cannot make any changes after registration has been completed.

Submit Consent to Use of Personal Information

Click "Reg" below for the "Agreement of Personal Information".

(Total 7 item(s))

		Enrollment Procedures	Final Registration Date
Reg		Registration and Correction of Personal Information	2020/12/22 13:37:26
Reg		Registration and Correction of Family Information	2020/12/22 13:41:06
		Pledge Form	2020/12/22 13:51:11
Reg		Agreement of Personal Information	
Reg		Registration and Correction of International Student Information	
	Create	Download mailing label for Enrollment Documents	
Reg		Photo Upload for Student Information Card	

After reading the Consent to Use of Personal Information carefully, please tick the "I agree" box and click the "Register" button.
Please make sure that the <Yourself> column is filled out by the student and <The Parent / Guardian (or a person who will accept the identity> column is filled out by the parents or family members.

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Consent to Use of Personal Information]

Register ▶ Completed

Submit Consent to Use of Personal Information

After reading the Consent to Use of Personal Information carefully, please tick the box "I agree" and click the "Register" button.

Consent to Use of Personal Information

To President of Ritsumeikan University,

<Yourself>

Upon enrollment at Ritsumeikan University, I hereby give my consent to Ritsumeikan University to use my personal information, on condition that Ritsumeikan University will observe the rules stipulated in the "Handling of Personal Information at Ritsumeikan University". In addition, I also give my consent to give my personal information for common use and to the third parties as stated below;

- Provide my personal information, academic records, and course registration status to the Parent/Guardian in order to hold the course registration, academic record, and career consultations. (EG: Notification of academic record)

- Provide my personal information and necessary information to partner universities within Japan and overseas based on academic exchange agreements.

- Provide my personal information and necessary information to organizations providing scholarships.

○ I agree

<Parent/Guardian (or a person who will accept the identity) >

The parent or guardian(or a person who will accept the identity) himself/herself must tick the box " I agree"

I, as a Parent/Guardian(or a person who will accept the identity), hereby give my consent to use my personal information, on condition that Ritsumeikan University will observe the rules stipulated in the "Handling of Personal Information at Ritsumeikan University".
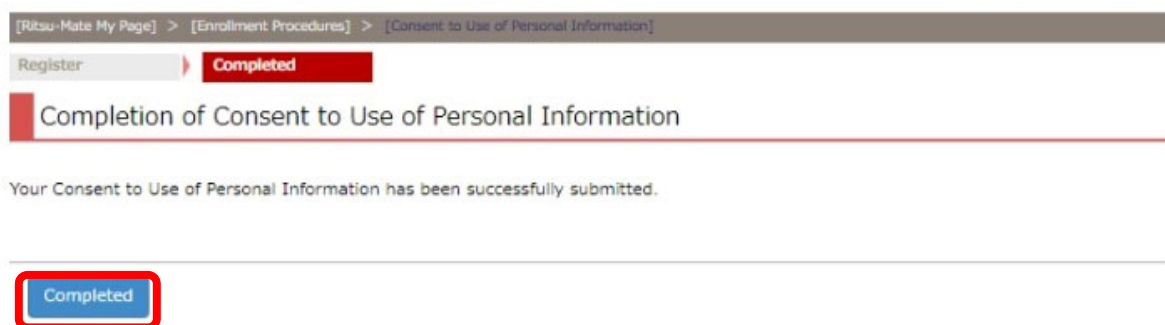
○ I agree

[Back] [Register]

Once Register is completed, "Reg" button disappears and you cannot make any changes after registration has been completed.

4. Agreement of Personal Information

Submit Content to Use of Personal Information

Registration of Agreement of Personal Information has been completed. Click "Completed" to return to the menu.

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Consent to Use of Personal Information]

Register ▶ **Completed**

Completion of Consent to Use of Personal Information

Your Consent to Use of Personal Information has been successfully submitted.

Completed

On the menu screen, the date and time will be displayed in the "Final Registration Date" section.
You cannot make any changes after registration has been completed.

Enrollment Procedures

Please complete all the enrollment procedures within designated periods following admission / enrollment guidelines.
Each procedures such as payment of the Admission Fee, the Tuition Fees and submission of the Enrollment Documents as well as online enrollment procedures must be completed by the enrollment procedures deadline.

(Total 7 item(s))

		Enrollment Procedures	Final Registration Date
Reg		Registration and Correction of Personal Information	2020/12/22 13:37:26
Reg		Registration and Correction of Family Information	2020/12/22 13:41:06
		Pledge Form	2020/12/22 13:51:11
		Agreement of Personal Information	2020/12/22 13:56:08
Reg		Registration and Correction of International Student Information	
	Create	Download mailing label for Enrollment Documents	
Reg		Photo Upload for Student Information Card	

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5. <Applicants who do not have Japanese Nationality> Registration and Correction of International Student Information

Step(1) Register International Student Information

Applicants who do not have Japanese Nationals must register international student information.
This includes, Permanent residents and Long-term residents.

Registration is not necessary for those who are Japanese nationals or have dual nationalities that include Japanese one.
If you have dual nationalities and neither of these includes Japanese citizenship, enter the information of the passport you use when entering Japan.

Click "Reg" for "**Registration and Correction of International Student Information**" on the Online Enrollment Procedures page.

Enrollment Procedures

Please complete all the enrollment procedures within designated periods following admission / enrollment guidelines.
Each procedures such as payment of the Admission Fee, the Tuition Fees and submission of the Enrollment Documents as well as online enrollment procedures must be completed by the enrollment procedures deadline.

(Total 7 item(s))

		Enrollment Procedures	Final Registration Date
Reg		Registration and Correction of Personal Information	2020/12/22 13:37:26
Reg		Registration and Correction of Family Information	2020/12/22 13:41:06
		Pledge Form	2020/12/22 13:51:11
		Agreement of Personal Information	2020/12/22 13:56:08
Reg		Registration and Correction of International Student Information	
	Create	Download mailing label for Enrollment Documents	
Reg		Photo Upload for Student Information Card	

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5. <Applicants who do not have Japanese Nationality> Registration and Correction of International Student Information

Step(1) Register International Student Information

Register your international student information. You can modify your information on "Registration and Correction of International Student Information" during the designated period of the online enrollment procedures. You do not need to enter any undecided items before entering Japan. Click "Confirm" when you finish entering the information.

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Information]

Registration of International Student Information	Confirmation of Registration Information	Completed

Registration of International Student Information

Please complete the form below.
Special Permanent Residents do not need to complete this form.

* Required field

International Student Information

Name *	FAMILY Middle First
1st Nationality *	
2nd Nationality	
Resident Status	International student
Resident Status	student
Expiry Date	YYYY/MM/DD
Financial Aid *	⦿ Privately financed ◯ MEXT Scholarship
(Scheduled) Date of Arrival	YYYY/MM/DD

【Name（alphabet）】
Please enter your Name as indicated in the "Registration and Correction of Personal Information", "Registration of Personal Information" section.

【1st Nationality and 2nd Nationality】
Select your nationality. If you have dual nationalities and one of them is Japanese, you do not need to register.
If neither of them is Japanese, select the nationality of the passport that you use when entering Japan.

【Resident Status】
No need to enter anything.

【Resident Status・Expiry Date】
Select either "Student" or "Other than Student".

【Financial Aid】
Select "Privately financed." (If you are a MEXT Scholarship recipient, however, select "MEXT Scholarship.")

5. <Applicants who do not have Japanese Nationality> Registration and Correction of International Student Information

Step(1) Register International Student Information

> Select whether or not you have experience studying in Japan in the past on a Japanese government scholarship.

Scholarship Information

Past Experience with Japanese Government (Monbukagakusho) Scholarships. *   ○ Exist   ● Not-Exist

If you are enrolling for College, please select 'none'.

*If yes, please answer to the following questions.

Study Abroad Period: FROM   YYYY/MM/DD

Study Abroad Period: TO   YYYY/MM/DD

University

> Enter if you have learning experience at a Japanese language organization before your enrollment.

Japanese language Organization before your enrollment

Japanese Language School Code   🔍   When you don't find your Japanese school name on the drop-down list, please input "099".

Japanese Language School Name

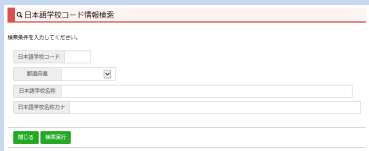Enrollment Date   YYYY/MM

Graduation Date   YYYY/MM

Back   Confirm >

> 【Enrollment Date・Graduation Date】
> Enter the enrollment date and graduation date with the format of "YYYY/MM". Delete "0/00" if you have no learning experience.

> 【Japanese Language School Code・Japanese Language School Name】
> Click on the 🔍 button, enter the Japanese language school name, and search.
>
>
>
> The name of the Japanese language school will be entered automatically. If you cannot find it with this search function, enter "099" and manually input the name of the school in Japanese.

5. <Applicants who do not have Japanese Nationality>
Registration and Correction of International Student Information

Step(2) Confirmation of International Student Information

This is the confirmation page for international student information.
If there are any errors, click "Back" to modify. If not, click "Register".

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Information]

| Registration of International Student Information | Confirmation of Registration Information | Completed |

Confirmation of International Student Information

Please check your information listed below.

International Student Information

Name	RITSUMEI Taro
1st Nationality	KOR : Korea, Republic of Korea
2nd Nationality	
Resident Status	International Student
Resident Status	student
Expiry Date	2022/12/01
Financial Aid	Privately financed
(Scheduled) Date of Arrival	2019/03/18

Scholarship Information

Past Experience with Japanese Government (Monbukagakusho) Scholarships.	Not-Exist
Study Abroad Period: FROM	
Study Abroad Period: TO	
University	

Japanese language Organization before your enrollment

Japanese Language School Code	
Japanese Language School Name	
Enrollment Date	
Graduation Date	

< Back   Register

Step(3) Completion of Registration of International Student Information

Registration of international student information is complete. Click "Completed" to return to the menu.

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Registration and Correction of Information]

| Registration of International Student Information | Confirmation of Registration Information | Completed |

Completion of Registration of International Student Information

You have successfully registered your international student information.

Completed

Registration date and time will be displayed in the "Final Registration Date" section on the menu screen. You can modify this information during the designated period of the online enrollment procedures.

Enrollment Procedures

Please complete all the enrollment procedures within designated periods following admission / enrollment guidelines.
Each procedures such as payment of the Admission Fee, the Tuition Fees and submission of the Enrollment Documents as well as online enrollment procedures must be completed by the enrollment procedures deadline.

(Total 7 item(s))

		Enrollment Procedures	Final Registration Date
Reg		Registration and Correction of Personal Information	2020/12/22 13:37:26
Reg		Registration and Correction of Family Information	2020/12/22 13:41:06
		Pledge Form	2020/12/22 13:51:11
		Agreement of Personal Information	2020/12/22 13:56:08
Reg		Registration and Correction of International Student Information	2020/12/22 13:57:26
	Create	Download mailing label for Enrollment Documents	
Reg		Photo Upload for Student Information Card	

Back

English-medium Undergraduate Applicants will **not** use "Download mailing label for enrollment documents" function, but do send documents as indicated in "After Admission" website.

Enrollment Procedures

Please complete all the enrollment procedures within designated periods following admission / enrollment guidelines.
Each procedures such as payment of the Admission Fee, the Tuition Fees and submission of the Enrollment Documents as well as online enrollment procedures must be completed by the enrollment procedures deadline.

(Total 7 item(s))

		Enrollment Procedures	Final Registration Date
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		Agreement of Personal Information	2020/12/22 13:56:08
Reg		Registration and Correction of International Student Information	2020/12/22 13:57:26
		~~Download mailing label for Enrollment Documents~~	
Reg		Photo Upload for Student Information Card	

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Not to Use

6. Photo Upload for Student Information Card

Step(1) Preparing the Photo for Student Information Card（About Photos）

- Please prepare your photo data taken from the front in photo booth/photo studio. If you cannot prepare, please pay attention to the following guideline and take a photo with a digital camera, smartphone etc. Please do not retake an existing paper photo with your smartphone or scanning to avoid to make the image rough.
- You may use a photo wearing high school uniform, but keep in mind that the photo will be used throughout your college years as your student ID photo.
- The photo must be in color, clear background and face must look straight forward. You must not wear head covering except for medical and/or religious reasons.
- It is preferable to upload the ID photo you used for your application to Ritsumeikan University. If it is no longer available, upload a new photo clearly showing that the individual on the new photo is the same person.
- Ritsu-Mate only accept jpg, jpeg, gif or png. For each file name, use only alphabets, numbers, " . (period)", " – (hyphen)", or " _ (under bar)". " (space)" cannot be contained in filenames.

【Acceptable】

> * If you used smartphone to take your ID photo, use browser of the smartphone to login to Ritsu-Mate for easy upload.
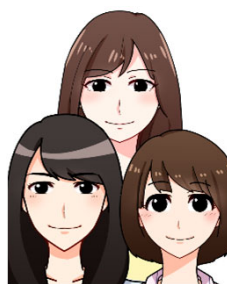
【Not Acceptable】

Not facing front
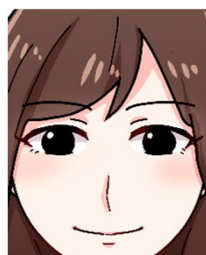
Face is hidden by hand

Multiple person in photo

Wearing sunglasses and head covering
（unless it's for religious or medical reasons）

Not clear Background

Not neutral expression

Too big

Illustration by Manki Miho, College of Image Arts and Sciences

6. Photo Upload for Student Information Card

Step(2) Upload the ID Photo

On the "Online Enrollment Procedures" screen, press the "Reg" for the "Photo Upload for Student Information Card".

(Total 7 item(s))

		Enrollment Procedures	Final Registration Date
Reg		Registration and Correction of Personal Information	2020/12/22 13:37:26
Reg		Registration and Correction of Family Information	2020/12/22 13:41:06
		Pledge Form	2020/12/22 13:51:11
		Agreement of Personal Information	2020/12/22 13:56:08
Reg		Registration and Correction of International Student Information	2020/12/22 13:57:26
	Create	Download mailing label for Enrollment Documents	
Reg		Photo Upload for Student Information Card	

Click "Edit".

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Student ID Photo Upload]

| Choose Photo for Student ID Card | Confirm the Photo | Confirm Content of Upload | Complete |

Student ID Photo Upload

Upload ID photo for your Student ID card.

* Required field

Student ID photo

Click "Edit".

Edit

Select and edit the photo. Then click "Next".

Back   Next

Step(2) Upload the ID Photo

Click "Select a file" and select a photo for your student ID card.

🔍 Edit Your Photo

Select your photo for ID card and edit.
NOTE: Only jpg, jpeg, gif or png are uploadable.
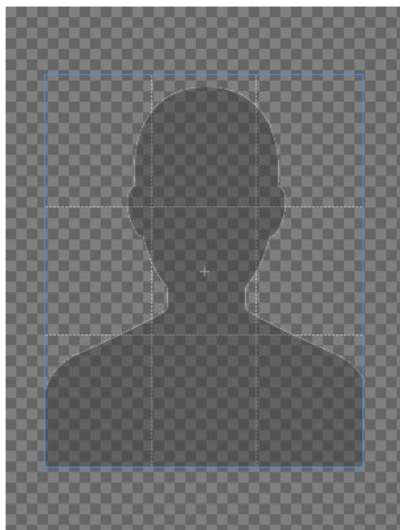For each file name, use only alphabets, numbers, " . (period)", " – (hyphen)", or " _ (underbar)".
" (space)" cannot be contained in filenames.
Read following manual before uploading. →Taking Student ID Card Photo

1. Click "Select a file" and upload a photo.

   [Select a file]

2 Use "Enlarge" "Reduce" "Rotate left" "Rotate right" to adjust the photo to fit the figure inside of blue frame.

[Enlarge] [Reduce] [Rotate left] [Rotate right]

学 生 証

学生証番号　１２３４５６７８９－１
●●学部　●●学科
●●専攻
20●●年 ●月 ●日入学
リツメイ ハナコ

氏 名

20●●年●月●日生
有効期限裏面記載　　立 命 館 大 学 長

3. Check the sample of student ID card, and click "Finish editing and close the tab"

[Finish editing and close the tab]

[Close]

Step(2) Upload the ID Photo

Use "Enlarge", "Reduce", "Rotate left" and "Rotate right" to edit your photo.

Q Edit Your Photo

Select your photo for ID card and edit.
NOTE: Only jpg, jpeg, gif or png are uploadable.
    For each file name, use only alphabets, numbers, " . (period)", " – (hyphen)", or " _ (underbar)".
    " (space)" cannot be contained in filenames.
    Read following manual before uploading. →Taking Student ID Card Photo

1. Click "Select a file" and upload a photo.

   [Select a file]

2 Use "Enlarge" "Reduce" "Rotate left" "Rotate right" to adjust the photo to fit the figure inside of blue frame.

Use the dark figure within the blue frame to adjust size and placement of the photo.
You can drag the blue frame to adjust placement.

A preview of student ID card will appear at the bottom of the page.
If it appears OK, click "Finish editing and close the tab".

[Enlarge] [Reduce] [Rotate left] [Rotate right]

3. Check the sample of student ID card, and click "Finish editing and close the tab"

[Finish editing and close the tab]

[Close]

6. Photo Upload for Student Information Card

Step(3) Confirm Uploading Photo

Make sure the ID photo that appears on the preview is the one you chose.
If there are no further needs for editing, click "Next".
If there are, click "Edit" and resume editing.

6. Photo Upload for Student Information Card

Step(3) Confirm Uploading Photo

Uploaded ID photo will appear on preview.
Check the list if the photo fulfills the condition, and click "Confirm" content of upload.

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Student ID Photo Upload]

Choose Photo for Student ID Card ▶ **Confirm the Photo** ▶ Confirm Content of Upload ▶ Complete

Student ID Photo Requirement Check

Check each box if the photo you are about to upload fulfills the condition. Then click "Confirm content of upload".
You cannot change your photo once upload process is completed.

Student ID photo

☑ The photo contains no other objects or people.

☑ The photo is in color.

☑ The photo is clear and in focus.

☑ The photo is free of any reflection or glare from glasses. (If wearing glasses)

☑ The photo is not discolored, creased or torn.

☑ The subject on the photo is facing forward and not wearing a hat, with nothing in the background.

☑ The subject on the photo looks natural. (Photo such as mouth opened and showing too much tooth is unacceptable.)

☑ The subject on the photo does not have a head covering (unless it's for religious or medical reasons).

☑ The manual is thoroughly read and understood: list above is all checked.

< Back | Confirm >

6. Photo Upload for Student Information Card

Step(3) Confirm Uploading Photo

Photo on the preview will be uploaded.
If you wish to change the photo, click "Back"
If you wish to proceed with the photo, click "Submit".

Once uploaded, you cannot replace or edit your ID photo.

6. Photo Upload for Student Information Card

Step(4) Student ID Photo Uploaded

The upload is completed.
Click "Completed" to return to menu.

[Ritsu-Mate My Page] > [Enrollment Procedures] > [Student ID Photo Upload]

| Choose Photo for Student ID Card | Confirm the Photo | Confirm Content of Upload | **Complete** |

Student ID Photo Uploaded

ID photo upload is completed.

Completed

"Final Registration Date" shows the date you registered your ID photo.
Once upload is completed, "Reg" disappears and you can no longer make change.
"Ref" button appears and you can refer to the uploaded photo.

Enrollment Procedures

Please complete all the enrollment procedures within designated periods following admission / enrollment guidelines.
Each procedures such as payment of the Admission Fee, the Tuition Fees and submission of the Enrollment Documents as well as online enrollment procedures must be completed by the enrollment procedures deadline.

(Total 7 item(s))

		Enrollment Procedures	Final Registration Date
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		Pledge Form	2020/12/22 13:51:11
		Agreement of Personal Information	2020/12/22 13:56:08
Reg		Registration and Correction of International Student Information	2020/12/22 13:57:26
	Create	Download mailing label for Enrollment Documents	
Ref		Photo Upload for Student Information Card	2020/12/22 14:02:55

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Completion of Internet Enrollment Procedure

No postal mail or email will be sent to you to notify completion of the procedure.
If the date appears on "Final Registration Date" as shown below, your procedure is completed.

※If you are a Japanese National, you do not need to do "Registration and Correction of International Student Information.
※English-medium Undergraduate Applicants will **not** use "Download mailing label for enrollment documents" function.

Enrollment Procedures

Please complete all the enrollment procedures within designated periods following admission / enrollment guidelines.
Each procedures such as payment of the Admission Fee, the Tuition Fees and submission of the Enrollment Documents as well as online enrollment procedures must be completed by the enrollment procedures deadline.

(Total 7 item(s))

		Enrollment Procedures	Final Registration Date
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Reg		Registration and Correction of Family Information	2020/12/22 13:41:06
		Pledge Form	2020/12/22 13:51:11
		Agreement of Personal Information	2020/12/22 13:56:08
Reg		Registration and Correction of International Student Information	2020/12/22 13:57:26
	Create	Download mailing label for Enrollment Documents	
Ref		Photo Upload for Student Information Card	2020/12/22 14:02:55

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Not to Use