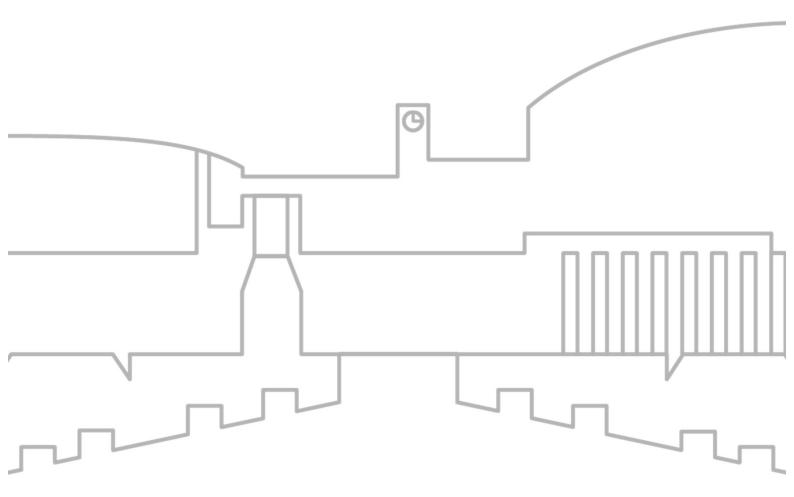


Ritsu-Mate Enrollment Procedures Registration Manual

(for Undergraduate English-basis Applicants)

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



Publish date: November 2025

Table of Contents

- **Introduction**
- **■** Login
- <u>Upload of COE and VISA related Documents</u> (Only for International Students)
- **■** Online Enrollment Procedure

This section will be updated late-February, 2026.



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
- ☐ Personal and Parent's/Guardian's information

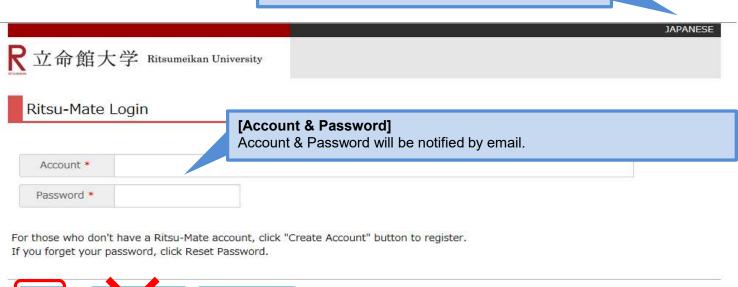
Login

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.

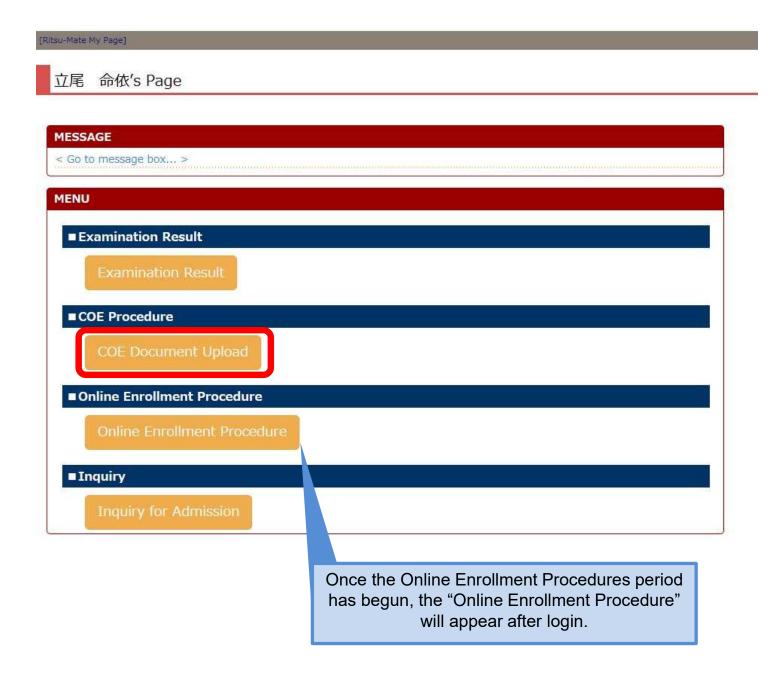




Upload of COE and VISA related Documents

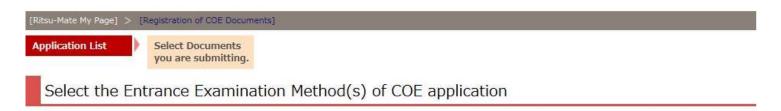
My Page

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

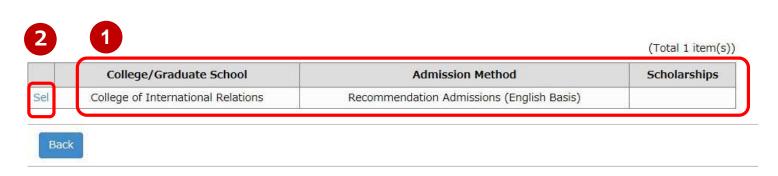


Step 1: Select Admission Method(s)

The Admission Method will be displayed



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



(c) Ritsumeikan Trust. All rights reserved.

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/).

☐ List of COE documents ☐

Please select documents that you are going to submit.

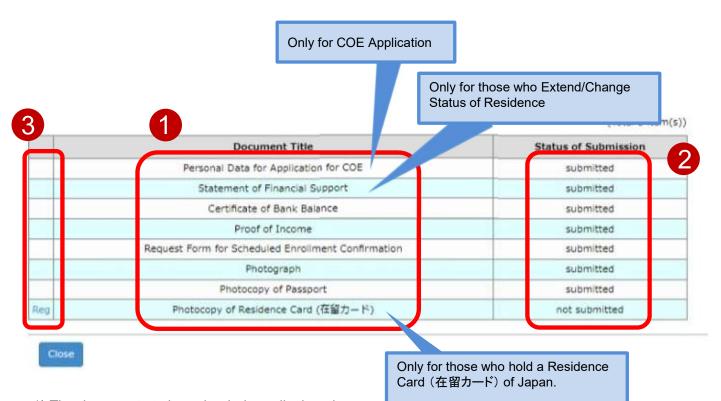
Follow instruction in your "Enrollment Procedures Handbook I" and submit COE documents.

*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

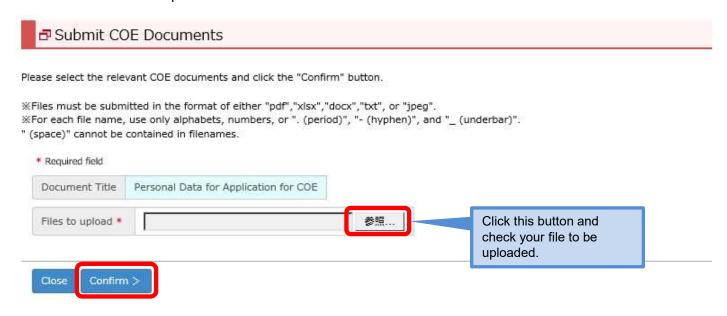


- 1) The documents to be uploaded are displayed.
- 2) The submission status of each document is displayed.
- 3) You can access the page by clicking 'Reg'.

You can start upload from any of the listed documents.

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



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

Uploaded

Confirm the file to

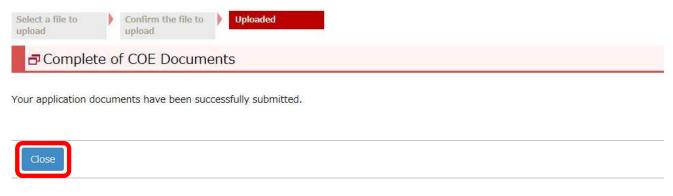
Select a file to



(c) Ritsumeikan Trust. All rights reserved.

Step 3: Confirmation of Document Submission

Upload all necessary documents by repeating steps 2 and 3.



(c) Ritsumeikan Trust. All rights reserved.

☐ 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.ritsumei.ac.jp/e-ug/apply/after_docs.html/

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

