

**Academic Year 2024**



# **Entrance Examination Guidelines**

## **IB Course**

### **(International Baccalaureate Diploma Course)**

## **Ritsumeikan Uji Senior High School**

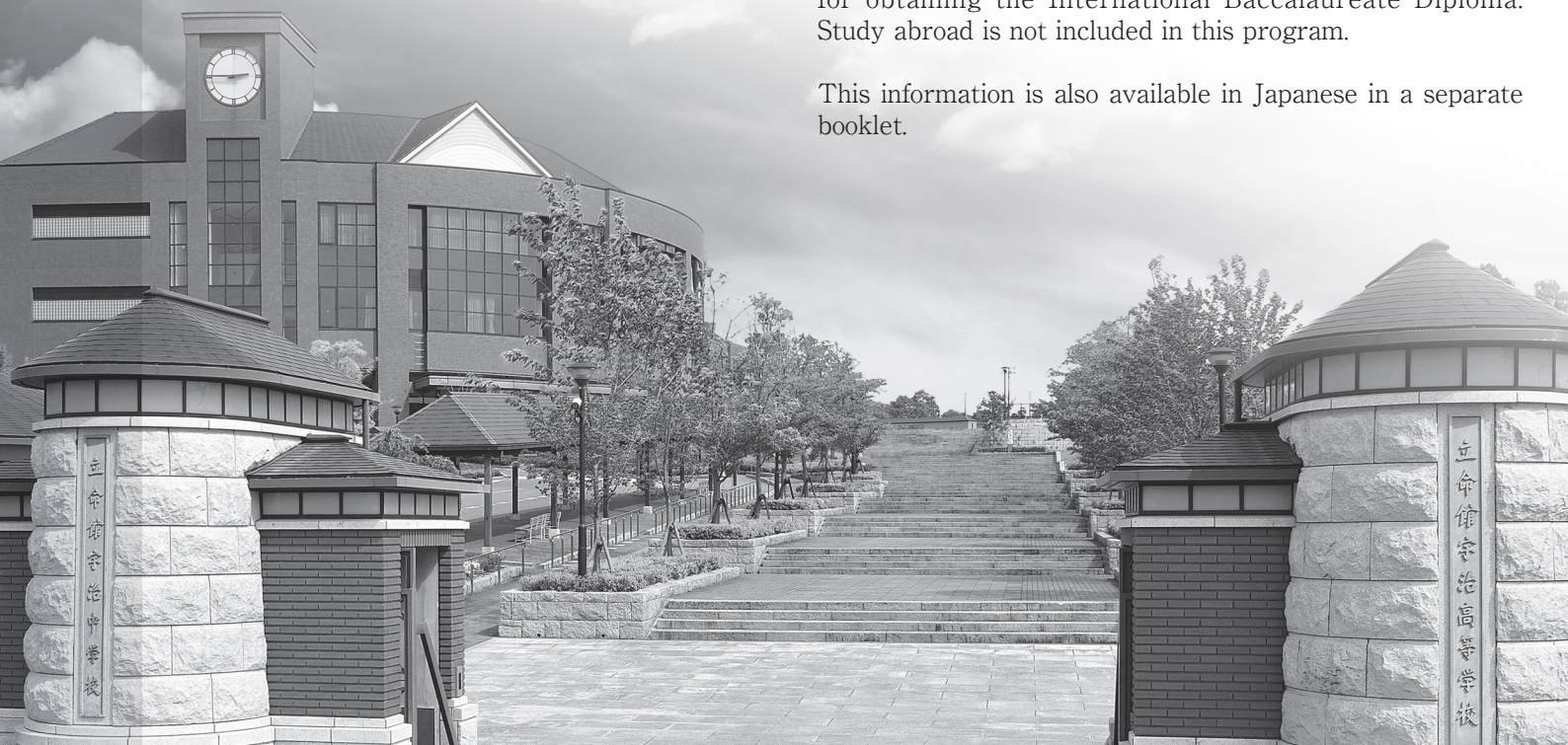
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### **About the IB Course**

In the IB Course, students take pre-IB classes in the first year and earn the credits necessary to graduate from a high school in Japan. In the second and third years, they take the International Baccalaureate (IB) classes required for obtaining the International Baccalaureate Diploma. Study abroad is not included in this program.

This information is also available in Japanese in a separate booklet.



## ***RITSUMEIKAN UJI SENIOR HIGH SCHOOL***

### **Contact**

Postal Address: International Admission Office, Ritsumeikan Uji Senior High School  
Hachikenyardani 33-1, Hirono-cho, Uji, Kyoto, JAPAN 611-0031

Telephone: +81-774-41-3000

Fax: +81-774-41-3555

URL: <https://en.ritsumei.ac.jp/uji>

## About Personal Information

- I. We observe the Personal Data Protection Act and carefully protect personal information based on the Personal Information Protection Regulations of the Ritsumeikan Trust and the Policy on Personal Information Protection of Ritsumeikan Uji Junior & Senior High School.
- II. We use the personal information, such as names or postal addresses, that you have submitted only for the purposes listed below:
  - (1) To select incoming students (application and examination)
  - (2) To announce successful applicants
  - (3) To register new students
  - (4) To conduct research on our selection system for admissions
  - (5) To conduct operations related to the items above
- III. Please understand we may subcontract part of our operations to reliable outside agencies.

# I. Entrance Examinations in November 2023 and February 2024

## 1. Application Qualifications

An applicant must be 15 years old or older as of April 1, 2024 and have completed a nine-year curriculum\* at an educational institution or institutions, whether inside or outside Japan (including international schools either inside or outside Japan), or be expected to complete such a program by June 2024.

\* The “nine-year curriculum” is equivalent to the compulsory education curriculum in Japan.

If an applicant has completed a nine-year curriculum at an institution outside Japan, but is younger than 15 years old as of April 1, 2024, please consult the school individually.

\* If an applicant will complete a nine-year curriculum by June 2024, the month of entrance will be September 2024. (If an applicant has Japanese nationality, please consult the school individually.)

\* Applicants who do not have Japanese citizenship and reside abroad and wish to enter the school by themselves must obtain a student visa before entering the school. In this case, it is a requirement that they live in the school’s student dormitory and have a guarantor in Japan.

## 2. Outline of the Entrance Examinations

**Course : IB Course**

**Testing System : IB**

	Venue	Examination Date	Category	Method of Selection	Application Period	Announcement of Results
November Examination	Shanghai Singapore Frankfurt New York (※1)	November 19* (Sun.), Online Interview November 25 (Sat.), Written exam.	Recommendation/ Single Application	English Essay (70min.) Mathematics (45min.) Online Interview	October 23 (Mon.) to November 6 (Mon.), 2023	December 1 (Fri.), 2023
		November 25 (Sat.), 2023		English Essay (70min.) Mathematics (45min.) Interview		
February Examination	Ritsumeikan Uji	February 10 (Sat.), 2024			January 15 (Mon.) to January 23 (Tue.), 2024	February 13 (Tue.), 2024

\* Application documents must arrive no later than on the last date of the application period.

\* The interview will be conducted in two parts. In the second part, the interviewee must be accompanied by a parent or a guardian.

\* The entry period for first year students is either April or September.

※ Applicants for overseas venues must take both the online interview on Sunday, November 19 and the written exam on Saturday, November 25.

## 3. Course Outline

Students do not study abroad, but take immersion classes from their first year, aiming to obtain the International Baccalaureate Diploma. In the IB course, Japanese is among the required subjects and students must be willing to learn Japanese.

Immersion classes are classes in which all subjects except Japanese are taught in English.

## 4. Examination Categories and Requirements

Recommendation	An applicant whose first choice is Ritsumeikan Uji, who has excellent academic performance and character, who satisfies the criteria of our recommendation system, and who has received a recommendation from the principal of his or her junior high school.
Single application	An applicant whose first choice is Ritsumeikan Uji and who can guarantee matriculation at the school upon a successful result in the entrance examination.

## 5. Procedure for Designation of Recommendation Category

### (1) Qualifications of Recommendation

An applicant who wishes to take the examination in the “Recommendation category” as described on page 1 (2. Outline of the Entrance Examinations) will be notified if they are approved for this category prior to their application.

### (2) Application Procedure for Designation of Recommendation

- ① Download the international recommendation application form from our website.
- ② Send the following three documents to Ritsumeikan Uji within the prescribed period (listed below).
  - ① International recommendation application form
  - ② A copy of academic transcripts for each of the last three years
  - ③ Copy of the results of an examination of English proficiency

<Application Period>

For the examination in November { August 28 (Mon.) to September 15 (Fri.), 2023  
September 18 (Mon.) to October 6 (Fri.), 2023  
For the examination in February November 20 (Mon.) to December 18 (Mon.), 2023

\* The application documents must arrive no later than the dates listed above.

\* We accept prior consultations by email. Please contact us through school website.

- ③ After being selected for the “Recommendation category”, applicants can apply to take the entrance examination in the “Recommendation category”.

## 6. Method of Selection

### (1) English Essay

English Essay is divided into a novel reading comprehension and a composing essay. The word count of composing essay between 550 and 800 words.

### (2) Mathematics Examination

Given in English only. The applicant must answer in English.

### (3) Interview

The applicant will sit a two-part interview. In the first part, the applicant will be interviewed individually; in the second part, the applicant will be interviewed together with his/her parent or guardian. The interview will be conducted primarily English, but some in Japanese. The parent or guardian interview will be conducted in English or Japanese.



## 7. Application Procedures

### (1) How to apply

- ① Register necessary information on the application web system posted on the school website.
- ② Remit the examination fee through the application web system. (only valid Credit Cards can be used.)
- ③ After completion of remittance, the Application Form and Examination Admission Card can be printed from website.
- ④ Prepare other necessary documents, then send the all documents to Ritsumeikan Uji.

\* For more information about application procedure, please refer to page 27.

### (2) Application documents

Refer to pages 10 to 11 of this booklet for specific instructions.

		Recommendation	Single Application
1	Application Form	●	●
2	Personal Information Form	●	●
3	Supplementary Information Form	●	●
4	Recommendation Form	●	—
5	Reason for Selecting IB Course	●	●
6	Certificate of School Attendance	●	●
7	Transcripts	●	●
8	Photocopy of Passport (If not a Japanese national)	●	●
9	Copy of the results of an examination of English proficiency	●	●
10	IB Course Applicant Reference Form	●	●

\* As a rule, if you take the entrance examination in November, you cannot apply for the examination in February.

\* We cannot return any submitted documents.

### (3) Application Period

November Examination: October 23 (Mon.) to November 6 (Mon.), 2023

February Examination: January 15 (Mon.) to January 23 (Tue.), 2024

<About the Deadline>

The application documents must arrive on or before the last day of the period indicated above.

Documents that arrive before the period are considered as having been received on the first day of the period.

### (4) Documents Submission

Enclose the documents in an acceptable envelope and send them to the address below by registered mail. We do not accept applications in person at our office. Use DHL, EMS, or an equivalent service when sending the application documents from abroad.

<Postal Address>

International Admission Office,  
Ritsumeikan Uji Senior High School  
Hachiken-yadani 33-1, Hirono-cho, Uji,  
Kyoto, JAPAN 611-0031

Note: Write the applicant's name, guardian's name, address, and current school on the envelope.

## (5) Examination Fees

(5-1) Fee at Ritsumeikan Uji venue: 20,000 yen

Fee at Overseas venue: 50,000 yen

(to be paid in yen, excluding any exchange commission)

(5-2) Period for Remittance

November Examination: October 23 (Mon.) to November 6 (Mon.), 2023

February Examination: January 15 (Mon.) to January 23 (Tue.), 2024

\* As a rule, the examination fees are non-refundable.

## 8. Examination Timetable

### (1) At overseas venue

《November 19(Sun.) / Online Interview》

The interview will be held between 9:00~18:00 Japan time.

\* We will use ZOOM application for online interview.

\* The time of interview will be decided within the above time frame, taking into consideration the time difference where the applicant lives.

\* The time of interview and ZOOM URL will be announced after the application deadline (About 3 days before the online interview).

\* Interview is accompanied by a guardian.

《November 25(Sat.) / Written Examination》

Please note that times listed below are local times. Please refer to the end of this booklet about the details of examination venue.

#### ●Shanghai

Testing System	8:50~9:00	9:00~9:45	9:45~10:55
IB	Guidance	Mathematics	Essay

#### ●Singapore

Testing System	8:50~9:00	9:00~9:45	9:45~10:55
IB	Guidance	Mathematics	Essay

#### ●Frankfurt

Testing System	13:50~14:00	14:00~14:45	14:45~15:55
IB	Guidance	Mathematics	Essay

#### ●NewYork

Testing System	8:50~9:00	9:00~9:45	9:45~10:55
IB	Guidance	Mathematics	Essay

\* There are no intermission between Mathematics and Essay.

## (2) At school Examination

【November 25(Sat.) and February 10(Sat.)】

Testing System	8:50~9:00	9:00~9:45	9:45~10:55	11:10~
IB	Guidance	Mathematics	Essay	Interview

\* There is no intermission between the Mathematics and Essay.

\* Interview (accompanied by a guardian)

## 9. Precautions for the Examination

※ The following are precautions to be taken at the school venue. Precautions for the Overseas Examination will be announced after receipt of applications.

### (1) What to bring on the examination day

- ① Examination card
- ② HB or No.2 black pencils or mechanical pencils, erasers.
  - \*Wristwatch are allowed to be used, but watches with calculator function are not allowed.
  - \*Cellphone use is prohibited. If you bring it, switch off it and keep it inside your bag.
  - \*The following are not permitted to be used; underlays, rulers, calculators, dictionaries, earplugs.
- ③ Indoor shoes and bags to keep outdoor shoes contained. (We change shoes at our school, so all examinees will need to bring shoes that they only use indoors.)

### (2) Precautions for the examination

- ① Please enter the room by 8:40am. We start giving the guidelines from 8:50am. (School opens from 8:00am)
- ② Those who are late by 20 minutes or more after the examination starts, cannot take the examination.
- ③ There will be a sticker with your examination number on the desk. Please check your examination number and take the seat of your number.
- ④ The interview time will be confirmed with the materials distributed at the reception on the day of the examination. We are not able to inform you of your interview time before the examination day.

### (3) About Lunch

- ① Depending on the time of your interview, you may need to bring a lunch.
- ② While waiting to complete their interview, applicants will be allowed to have lunch in the examination room, so please make sure to bring a portable lunch box by yourself, as you will not be in contact with your parent or guardian.

### (4) Guidelines for Parents

- ① Please use public transportation to come to our school. The parking lot located in the school or at nearby facilities like the botanical gardens are not available.
- ② There are parent waiting rooms on the examination day, so please wait there during the examination.
- ③ The parent or guardian of prospective students who are to be interviewed should move to the interview room 10 minutes before the interview starts.
- ④ The Cafeteria in our school is closed.

## 10. Announcement of Successful Applicants and Admission Procedures

### (1) Announcement of Successful Applicants

#### (1-1) Date and Time

November Examination: 3:00 p.m., December 1 (Fri.), 2023

February Examination: 3:00 p.m., February 13 (Tue.), 2024

#### (1-2) Announcement of Results

We will post the applicant numbers of successful applicants on our website. We will not answer telephone inquiries about these results.

### (2) Admission Procedures

#### (2-1) Admission Procedures

We will provide all information about admission procedures on website made for successful applicants.

Read them carefully and complete the following admission procedures within the prescribed period.

#### 【November Examination】

Payment of admission fee (120,000yen)	December 1 (Fri.) to December 15 (Fri.), 2023
Web Registration	February 13 (Tue.) to February 16 (Fri.), 2024
Documents submission	

#### 【February Examination】

Payment of admission fee (120,000yen)	February 13 (Tue.) to February 16 (Fri.), 2024
Web Registration	
Documents submission	

\* As a rule, the admission fee is non-refundable. For example, if a successful applicant is unable to secure a student visa to study in Japan, the admission fee will not be refunded.

\* Admission fee will be paid through the acceptance announcement WEB site. Payment of the Admission Fee is subject to a settlement fee.

\* Admission procedure documents will be sent to the successful applicant of November examination around the beginning of February, and to the successful applicant of February Exam. on February 13.

#### (2-2) Visa Application Procedures (optional)

1. Ritsumeikan Uji sends the application form for the Certificate of Eligibility to the applicant.



2. The applicant fills in the form and returns it to us.



3. Ritsumeikan Uji submits the form to the Osaka Immigration Office.



4. The Osaka Immigration Office issues the Certificate of Eligibility.



5. Ritsumeikan Uji sends the applicant the Certificate of Eligibility.



6. The applicant submits the Certificate of Eligibility to the Japanese embassy and obtains a visa.



- \* Non-Japanese nationals currently living overseas will need a visa in order to study at Ritsumeikan Uji. This requirement is not mandatory for students already living in Japan.
- \* If the applicant is not able to obtain a visa issued by a Japanese embassy or does not complete the procedures before the enrollment, the applicant will lose the right of admission.

### (3) Tuition Fees

(Note : The amount below is for the 2023 academic year.)

	Items	Fee
Payment before entry	Admission Fee	120,000 yen
Payment after entry	Tuition Fee	638,000 yen
	Educational Improvement Fee	291,000 yen
	IB course Fee	750,000 yen

- \* Fees for uniform, specified goods, and deposit for overseas study tours, etc. are also necessary.
- \* We revise school fees every year and will inform applicants of the updated fees at the time of the announcement of successful applicants.
- \* IBDP Sundry Expenses are necessary.
- \* Fees shown in the above table are annual fees. Tuition Fee and Educational Improvement Fee are to be paid in two installments. (in April and October)

## 11. Scholarship System

Ritsumeikan Uji high school has established the “Kawata Heihachiro Scholarship” system. The purpose of this scholarship is to support students who have excellent qualities and talents, and who have the ambition to contribute to the school and society. If you wish to apply for it, you must take the November entrance examination or February examination with “Recommendation” category

### (1) Qualification

Applicants who take either the November or February entrance examination in the “Recommendation” category and meet any one of the following criteria:

- ① The applicants must have outstanding sports results, and have high aspirations to contribute to the school and society through their sports activities.
- ② The applicants must be outstanding in their academic, artistic, or cultural activities, have excellent character, and have high aspirations to contribute to the school and society through their academic, artistic, or cultural activities.
- ③ Applicants must be highly motivated and qualified in international exchange, have excellent character, and have high aspirations to contribute to the school and society through international exchange.

### (2) Criteria

Selection will be based on a comprehensive evaluation of the following four perspectives.

- ① The qualities and talents the applicant possesses, activities he or she has performed in the past
- ② The contents and methods the applicant intends to contribute to the school and society after enrollment
- ③ The feasibility of the applicant’s contribution to the school and society
- ④ The impact on the school and society through the contribution of the applicant

**(3) Selection Method**

Document screening and interview (for those who pass the document screening)

**(4) Number of Scholarship Students**

Up to 10 applicants

(10 applicants is selected from “Recommendation A” and “Recommendation B” of the domestic entrance examination, “International Recommendation (November and February entrance examinations)”, and internal recommendation applicants from Ritsumeikan Uji Junior High School)

**(5) Amount of Sholarship**

300,000 yen for the first year if enrollment.

**(6) Application and selection procedures**

Application period: December 8(Fri), 2023 to December 18(Mon), 2023 (must arrive by this date)

Application Documents: Scholarship Application Form and Scholarship Student Self-Recommendation Form (You can download them from school website).

How to apply:

- For November examination applicants – Enclose scholarship application in acceptable envelope and send them to Ritsumeikan Uji by registered mail same as when applying on November examination.

- For February examination applicants – Enclose scholarship application with the prior recommendation application and send both applications together to the school by registered mail.

Selection Method: Document screening and interviews

\* Interviews will be conducted for those who pass the document screening only.

\* Interviews will be conducted online for applicants residing overseas and at the school for applicants residing in Japan.

Notification of results: The results of the document screening will be mailed on December 20 (Wed), 2023.

Interview results will be notified on or after December 25 (Mon.).

## 12. Dormitory

As a rule, all international students who are not staying with a parent or guardian in Japan must live in the dormitory.

**(1) Name:**

FIRITS HOUSE (Ritsumeikan Uji Senior High School Dormitory)

**(2) Address:**

Todo Yabusato 28-1, Uji, Kyoto

**(3) Access:**

About 20 minutes by bus

From the “Ritsumeikan Uji Koukou”- bus stop to the “Morimoto”- bus stop in front of the dormitory

**(4) Room:**

Two students per room

Equipped with beds, desks, chairs, closets and bookshelves, an air-conditioner and heater, and desk lamps.

**(5) Meals:**

Breakfast and dinner (except on days when the dormitory is closed)

**(6) Building:**

Six-story steel-reinforced concrete structure

**(7) Number of Rooms:**

192 (111 for male students; 81 for female students)

**(8) Capacity:**

384 (222 male students and 162 female students)

**(9) Board and Lodging Charges:**

(The information below is for the 2023 academic year.)

Dormitory Admission Fee: 150,000 yen

Boarding Fee: 480,000 yen (per year)

Food Expenses: 1,274 yen (per day, for two meals)

\* Residents must pay a membership fee for the boarding student association (3,400 yen) in addition to the above fees.

\* The full costs of the dormitory admission fee, boarding fee, and meal expenses are revised every year. We will inform successful applicants of updated fees at the time of the announcement of results.

\* The dormitory is closed for several days during long-term vacations.

\* Dormitory meals cannot be guaranteed to be allergen-free.

\* Our current dormitory contract runs through March 2026, and we are currently considering plans for after that, including relocation.

## 13. Application Instructions

### **(1) Application Form (printed out from application web system)**

(1-1) After web registration, you can print out the Application Form from application web system.

### **(2) Personal Information Form (attached to this booklet)**

(2-1) Circle the items in the box using thick lines.

(2-2) Write your nationality (if an international student).

(2-3) Write the full name of a parent or guardian in the box labeled “Guardian.”

(2-4) The emergency contact number of the guardian must be a number at which we can contact them directly and promptly during the application procedures.

(2-5) Fill out the section about your educational background on the reverse side, referring to page 18. Write the city and the country where your schools are located. Include your entire school career.

(2-6) Fill in all countries you have lived outside of Japan.

#### **(2-7) English Proficiency (required for all applicants)**

Fill in the results of an examination of English proficiency (EIKEN, TOEFL iBT<sup>®</sup> Test, TOEFL Junior<sup>®</sup> Test, TOEIC<sup>®</sup> Test, Cambridge ESOL, IELTS are acceptable). Attach a copy of the qualification certificate.

(2-8) If you have a certification, license or special ability, or have accomplished a remarkable achievement, write it in the box marked “Special Ability etc.” Please attach a copy of each certificate or license.

(2-9) If you would like to add any additional information, include it in the box marked “Notes.”

(2-10) All international students must live in the dormitory or with a parent or guardian. We do not permit any students to live by themselves (e.g., in an apartment or hotel).

### **(3) Supplementary Information Form (attached to this booklet)**

(3-1) A parent or guardian must complete these documents.

(3-2) Complete all required information in as much detail as possible. If there is not enough space, use another piece of paper and attach copies of relevant documents.

(3-3) Include the name of the subject and its contents, if any, to Question 2.

(3-4) Explain the evaluation method in Question 3.

(3-5) Describe any volunteer or other significant activities that the applicant has taken part in, whether as an individual or in a group/organization. If a group activity, write the name of the group and the applicant’s role within it.

(3-6) Send a sealed transcript for your last three years of school. If you need to open the transcript in order to check some information you may; however, in this case send the original envelope that the transcript came in along with the transcript itself.

### **(4) Recommendation Form (attached to this booklet)**

As a rule, to take the exam under the Recommendation category, the applicant must get a recommendation from the principal of the school they attend, and submit the designated recommendation form when sending the application documents.

**(5) Reason for Selecting IB Course (attached to this booklet)**

Use black ink to fill out the form in English.

**(6) Certificate of School Attendance (must be the original certificate with the signature of the principal, not a photocopy)**

Submit a document certifying that you have attended an overseas educational institution for a period that satisfies the qualification for application. You do not have to submit this document if you submit the transcript below. This document must include the actual signature of the principal.

**(7) Transcripts (must be the original certificate with the signature of the principal, not a photocopy)**

Submit your academic record for the three years corresponding to the Japanese junior high school curriculum (grades 7-9 in a standard western school system). If you have already completed this curriculum, submit also any academic record completed thereafter. If you transferred schools at any point during the past three years, send records from all schools attended. Please consult with us if only digital data of transcripts can be issued due to school regulation.

**(8) IB Course Applicant Reference Form (attached to this booklet)**

All IB Course applicants must submit the IB Course Applicant Reference Form. If possible, it should be completed by a teacher who knows the student well and can write in detail about the student. Otherwise, another teacher, school counselor, or school administrator may complete the form. The Reference Form must be submitted in the sealed envelope along with all of the other required application documents.

**(9) Envelope for Application Documents**

The envelope should look similar to the example shown below. There is no mandated format; however, the following example will ensure swift processing.

From:	
Applicant's name	Guardian's name
Currently at	School ( national / public / private )
Address and postal code	

To:

International Admission Office, Ritsumeikan Uji Senior High School  
Hachikenyadani 33-1, Hirono-cho, Uji, Kyoto, JAPAN 611-0031

**Registered mail**

Application documents, including Application Form, for entrance examination enclosed



## II. Transfer Examination

### 1. Transfer examination in November 2023

This examination is for applicants who wish to transfer into the first year of high school in January 2024. A student who transfers in this period can move up to the second year in April 2024 after completing the first year curriculum prescribed by Ritsumeikan Uji.

#### (1) Transfer Openings

A few first-year students

\* Depending on the circumstances, there may be no transfer openings. Please confirm this with us in advance.

#### (2) Outline of Transfer Examination in November

**Month of Transfer : January, 2024**

**Testing System : IB**

Venue	Examination Date	Category	Method of Selection	Application Period	Announcement of Results
<b>Shanghai Singapore Frankfurt New York</b> (※1)	November 19* (Sun.), 2023 Online Interview November 25 (Sat.), Written Exam.	Single Application	English Essay (70min.) Mathematics (45min.) Online Interview	October 23 (Mon.) to November 6 (Mon.), 2023	December 1(Fri.), 2023
<b>Ritsumeikan Uji</b>	November 25 (Sat.), 2023		English Essay (70min.) Mathematics (45min.) Interview		

\* Application documents must arrive no later than on the last date of the application period.

\* The interview will be conducted in two parts. In the second part, the interviewee must be accompanied by a parent or a guardian.

※Applicants for overseas venues must take both the online interview on Sunday, November 19 and the written exam on Saturday, November 25.

#### (3) Application Qualifications

An applicant must meet the following criteria:

- Is 16 years old or older as of April 1, 2024

- Is in the tenth-grade or higher at an educational institution in the country of residence.

\* A tenth-grade curriculum is equivalent to the first-year curriculum at a senior high school in Japan.

\* If an applicant is in the tenth-grade or higher at an educational institution in the country of residence, but is under 16 years old as of April 1, 2024, please consult the school individually.

\* Applicants who do not have Japanese citizenship and reside abroad and wish to enter the school by themselves must obtain a student visa before entering the school. Applicants who need a student visa cannot apply for the November transfer examination due to the visa application procedures.

\* Refer to pages 1 through 11 of this booklet for other information.

We offer transfer students an orientation. The details of this will be provided on the day that successful applicants are announced.

## 2. Transfer Examination in June 2024

This examination is for applicants who wish to transfer into the high school first year class in September 2024.

### (1) Transfer Openings

A few first-year students

\* Depending on the circumstances, there may be no transfer openings. Please confirm it with us in advance.

### (2) Outline of Transfer Examination

**Month of Transfer : September, 2024**

**Testing System : IB**

Venue	Examination Date	Category	Method of Selection	Application Period	Announcement of Results
<b>Ritsumeikan Uji</b>	June 29 (Sat.), 2024	Single Application	English Essay (70min.) Mathematics (45min.) Interview	June 3 (Mon.) to June 17 (Mon.), 2024	July 4 (Thu.), 2024

\* Application documents must arrive no later than the last date of application periods.

\* The interview will be conducted in two parts. In the second part, the interviewee must be accompanied by a guardian.

### (3) Application Qualifications

An applicant must meet the following criteria:

- Is 15 years old or older on April 1, 2024

- Has completed the ninth-grade or higher at an educational institution in the country of residence or expect to complete the ninth-grade by June 2024

\* A ninth-grade curriculum is equivalent to the third-year curriculum at a junior high school in Japan. If an applicant has completed a nine-year curriculum at an institution outside Japan, but is younger than 15 years old as of April 1, 2024, please consult the school individually.

\* An applicant who takes the entrance examination for the 2024 academic year cannot apply to take a transfer examination during the same academic year.

\* Applicants who do not have Japanese citizenship and reside abroad and wish to enter the school by themselves must obtain a student visa before entering the school. In this case, it is a requirement that they live in the school's student dormitory and have a guarantor in Japan.

## 3. Application Procedure for Transfer Examination

### (1) Application Documents

(1-1) Refer to page 3 of this booklet.

(1-2) Refer to pages 9 to 10 of this booklet for instructions on filling out this form.

### (2) Application Period

November examination: October 23 (Mon.) to November 6 (Mon.), 2023

June examination: June 3 (Mon.) to June 17 (Mon.), 2024

<About the Deadline>

The application documents must arrive on or before the last day of the above period. Documents arriving before the period are considered as having been received on the first day of the period.

### (3) Documents Submission

Refer to page 3 of this booklet.

### (4) Examination Fee

(4-1) Fee at Ritsumeikan Uji: 20,000 yen

Fee at Overseas venue: 50,000 yen (to be paid in yen, excluding any exchange commission)

(4-2) Remittance Period: November Examination: October 23 (Mon.) to November 6 (Mon.), 2023  
: June Examination: June 3 (Mon.) to June 17 (Mon.), 2024

## 4. Examination Timetable

Refer to page 5 of this booklet.

## 5. Announcement of Successful Applicants and Admission Procedure

### (1) Announcement of this booklet.

(1-1) Date and Time

November Examination: 3:00 p.m., December 1 (Fri.), 2023

June Examination: 3:00 p.m., July 4 (Thu.), 2024

(1-2) Announcement of Results

Ritsumeikan Uji will post the applicant numbers of all successful applicants on the school website. We will not answer telephone inquiries about these results.

(URL: <https://en.ritsumei.ac.jp/uji>)

### (2) Admission Procedures

Ritsumeikan Uji will send the Admission Procedures Booklet by express delivery on the announcement day of successful applicants. Read the booklet carefully and complete the admission procedures within the prescribed period (listed below).

#### 【November Examination】

Payment of admission fee (120,000yen)	December 1 (Fri.) to December 15 (Fri.), 2023
Web Registration	
Documents submission	

#### 【June Examination】

Payment of admission fee (120,000yen)	July 4 (Thu.) to July 8 (Mon.), 2024
Web Registration	
Documents submission	

\* As a rule, the admission fee is non-refundable. For example, if a successful applicant is unable to secure a student visa to study in Japan, the admission fee will not be refunded.

\* Admission fee will be paid through the acceptance announcement WEB site. Payment of the Admission Fee is subject to a settlement fee.

\* Non-Japanese nationals currently living overseas will need a visa in order to study at Ritsumeikan Uji. This requirement is not mandatory for students already living in Japan.

\* If the applicant is not able to obtain a visa issued by a Japanese embassy or does not complete the procedures within the period, he/she will lose the right of admission.

We offer transfer students an orientation. Details will follow the notification of successful admission.

*Application number	
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## Personal Information Form

### Entrance Exam for International Students, 2024 IB Course Ritsumeikan Uji Senior High School

Nationality				
Venue		Ritsumeikan Uji • Shanghai • Singapore • Frankfurt • New York		
Exam month and category	November	Recommendation / Single Application		
	February			
	June	Single Application		
Desired month of entrance		First-year		
		April	September	January
Accommodation		Home / Dormitory / Other (                      )		
Parent/guardian preferred language		1.English / 2.Japanese		
Applicant	Name	Roman letters		Gender
		(Given Name)	(Family Name)	Male / Female
		In the writing system of your native language (e.g. Japanese characters/Chinese characters, etc.)		
	Date of birth	Age		
	Current address and postal code	TEL :		
Guardian	Name	Relation to the applicant (                      )		
	E-mail			
	Emergency contact	TEL :		
Address where you want to receive the admission procedure documents				
TEL :				

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Applicant's Name	
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Educational background	A	School      National / Public / Private ----- City, Country	entered / transferred in (year                      (month) ----- graduated / transferred out / expected to graduate (year                      (month)	Grade _____ to Grade _____  Period of attendance _____ year(s) _____ month(s)
	B	School      National / Public / Private ----- City, Country	entered / transferred in (year                      (month) ----- graduated / transferred out / expected to graduate (year                      (month)	Grade _____ to Grade _____  Period of attendance _____ year(s) _____ month(s)
	C	School      National / Public / Private ----- City, Country	entered / transferred in (year                      (month) ----- graduated / transferred out / expected to graduate (year                      (month)	Grade _____ to Grade _____  Period of attendance _____ year(s) _____ month(s)
	D	School      National / Public / Private ----- City, Country	entered / transferred in (year                      (month) ----- graduated / transferred out / expected to graduate (year                      (month)	Grade _____ to Grade _____  Period of attendance _____ year(s) _____ month(s)
	E	School      National / Public / Private ----- City, Country	entered / transferred in (year                      (month) ----- graduated / transferred out / expected to graduate (year                      (month)	Grade _____ to Grade _____  Period of attendance _____ year(s) _____ month(s)
	F	School      National / Public / Private ----- City, Country	entered / transferred in (year                      (month) ----- graduated / transferred out / expected to graduate (year                      (month)	Grade _____ to Grade _____  Period of attendance _____ year(s) _____ month(s)
	G	School      National / Public / Private ----- City, Country	entered / transferred in (year                      (month) ----- graduated / transferred out / expected to graduate (year                      (month)	Grade _____ to Grade _____  Period of attendance _____ year(s) _____ month(s)
Experience of Living Abroad				
English Proficiency				
Special Ability etc.				
Note				



## Personal Information Form

Entrance Exam for International Students, 2024 IB Course Ritsumeikan Uji Senior High School

Nationality				
Venue		Ritsumeikan Uji • Shanghai • Singapore • Frankfurt • New York		
Exam month and category	November	Recommendation / Single Application		
	February			
	June	Single Application		
Desired month of entrance		First-year		
		April	September	January
Accommodation		Home / Dormitory / Other ( )		
Parent/guardian preferred language		1.English / 2.Japanese		
Applicant	Name	Roman letters		Gender
		(Given Name)	(Family Name)	Male / Female
		Taro	John Ritsumei	
		In the writing system of your native language (e.g. Japanese characters/Chinese characters, etc.)		
	Taro John Ritsumei			
	Date of birth	2008 April 7 Age 15		
Current address and postal code	123 Yosemite Dr, Pittsburg, CA 94565 TEL :			
Guardian	Name	Ichiro Ritsumei Relation to the applicant ( Father )		
	E-mail	ichiror@* * * * *.com		
	Emergency contact	Father's cell phone TEL : 1098765432		
Address where you want to receive the admission procedure documents 456 Ikeyama, Uji, Kyoto, Japan 789-0123 TEL : 5678-90-1234				

Applicant's Name	Taro John Ritsumei
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Educational background	A	School National / <u>Public</u> / Private <b>Uji Nishi Elementary School</b> City, Country <b>Uji, Kyoto, Japan</b>	entered / transferred in (year <b>2015</b> (month) <b>4</b> ) graduated / <u>transferred out</u> / expected to graduate (year <b>2016</b> (month) <b>3</b> )	Grade <u>1</u> to Grade <u>3</u> Period of attendance <u>3</u> year(s) <u>0</u> month(s)
	B	School National / <u>Public</u> / Private <b>North Cleveland Park-8 School</b> City, Country <b>Cleveland, OH, USA</b>	entered / <u>transferred in</u> (year <b>2018</b> (month) <b>4</b> ) graduated / <u>transferred out</u> / expected to graduate (year <b>2020</b> (month) <b>6</b> )	Grade <u>3</u> to Grade <u>5</u> Period of attendance <u>2</u> year(s) <u>2</u> month(s)
	C	School National / <u>Public</u> / Private <b>Uji Nishi Elementary School</b> City, Country <b>Uji, Kyoto, Japan</b>	entered / <u>transferred in</u> (year <b>2020</b> (month) <b>7</b> ) graduated / transferred out / expected to graduate (year <b>2022</b> (month) <b>3</b> )	Grade <u>6</u> to Grade <u>6</u> Period of attendance <u>0</u> year(s) <u>8</u> month(s)
	D	School National / Public / <u>Private</u> <b>Hillview Junior High School</b> City, Country <b>Pittsburg, CA, USA</b>	entered / transferred in (year <b>2022</b> (month) <b>9</b> ) graduated / transferred out / <u>expected to graduate</u> (year <b>2024</b> (month) <b>6</b> )	Grade <u>7</u> to Grade <u>9</u> Period of attendance <u>2</u> year(s) <u>9</u> month(s)
	E	School National / Public / Private  City, Country	entered / transferred in (year (month)) graduated / transferred out / expected to graduate (year (month))	Grade _____ to Grade _____ Period of attendance _____ year(s) _____ month(s)
	F	School National / Public / Private  City, Country	entered / transferred in (year (month)) graduated / transferred out / expected to graduate (year (month))	Grade _____ to Grade _____ Period of attendance _____ year(s) _____ month(s)
	G	School National / Public / Private  City, Country	entered / transferred in (year (month)) graduated / transferred out / expected to graduate (year (month))	Grade _____ to Grade _____ Period of attendance _____ year(s) _____ month(s)
Experience of Living Abroad		2018/4 - 2020/6 USA (Cleveland, OH) 2022/9 - 2024/6 USA (Pittsburg, CA)		
English Proficiency		TOEIC 700, French DELF B1		
Special Ability and etc.				
Note				

# Ritsumeikan Uji Senior High School Supplementary Information Form

*Application number	Applicant's name

## 1. Describe the foreign (non-Japanese) or international school the applicant last attended abroad.

海外で通学していた現地校、またはインターナショナルスクールについて記入してください。

(1) Name of the school 学校名

(2) Is the school public or private? If an international school, with what nation is it affiliated?

国公立・私立の別、インターナショナルスクールの場合はアメリカ系・イギリス系・フランス系の別等

(3) What was the period of enrollment? 在籍時期・期間

(4) Describe the period (length) of the school terms in the academic year.

学期（2期制、3期制等）・各学期の開始日および終了日等

(5) Describe any distinctive features of the school. 学校の特色を説明してください。

(6) Were there any classes for students whose mother tongue was not English? (e.g., ESL) What kind of classes did the applicant take there and for how many terms? What were the requirements for moving into the regular classes? 英語・その他現地の言語を母語としない生徒のためのクラス(ESLなど)はありましたか。そこでは、どのくらいの期間どのような科目を受講しましたか。また一般クラスへの移動の条件はどのようなものでしたか。

## 2. Describe any special subjects the applicant took. (e.g., a subject that needs an explanation because it would be unusual in Japan.) 成績証明書の中に特殊な科目（内容の分かりにくい科目等）があれば説明してください。

3. Give any additional information you feel we should know about the applicant's academic record. Were the applicant's classes divided according to student ability levels? 成績の評価の方法について説明を要することがあれば、記入してください。また習熟度によるレベル分けがあった場合、詳細を記入してください。
4. Give us a brief description of language classes the applicant attended at school and the applicant's level. Let us know if the applicant can use any other languages in addition to the ones they learned at school. If you think the applicant might have language problems in Japan, please describe them. 成績証明書に記載されている語学の科目についての学習内容と到達レベルについて説明してください。学校の教科でなくても得意な外国語があれば記入してください。また言語上の問題があると思われましたら、どのようなことか説明してください。
5. Let us know if the applicant has special talents in sports, music, art, etc. スポーツ、音楽、美術等、何か特に優れた能力を持っていれば、それを記入してください。
6. Describe any noteworthy activities of the applicant (e.g., volunteer work). 顕著な活動歴があれば、具体的に記入してください（例：ボランティア活動など）。

I hereby certify that the above information is correct.

以上の通り、相違ありません。

Applicant's name 志願者氏名

Guardian's signature 保護者署名

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※Office Use

## Recommendation Form

Name of applicant \_\_\_\_\_

Date of birth \_\_\_\_\_

Day

Month

Year

Instructions for the recommender: The applicant named above is applying for admission to Ritsumeikan Uji Senior High School, a private high school in Japan. We would appreciate your candid evaluation of this applicant's character and potential for success in high school.

Recommendation:

Name of recommender \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Day

Month

Year

Name of institute \_\_\_\_\_

Address of institute \_\_\_\_\_

\_\_\_\_\_

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## Reason for Selecting the IB Course

(Please complete only in English)

Application number		Applicant's name	
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[illegible]

\*The applicant must write the reason by himself, herself, or themselves.

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# IB Course Applicant Reference Form

IB コース志願者 レファレンスフォーム

*Application number	Applicant's Name (志願者氏名)

1. How long have you known the student and in what capacity?

当該生徒と関わった期間はどのくらいですか、またどのような関係ですか？

2. What are the first words that come to mind when you think of the student? Feel free to explain what comes to mind.

当該生徒を端的な言葉で表現すると、どのような言葉になりますか？その理由も記入してください。

3. Please assess the student's ability to adapt to a rigorous academic program such as the IB Diploma Programme. You may wish to address academic ability, motivation, and self-management/ time-management.

IB ディプロマプログラムのような高度な学習プログラムに対する適応能力はどの程度あると評価されますか？ 学習能力、学習動機、自己管理、時間管理などの面から記入してください。

4. What activities or groups has the student participated in at your school? In what ways and to what extent has the student contributed to the school community at large?

貴校でどのような活動に参加していましたか？具体的に、どのような形で、どの程度、活動に寄与したか記入してください。

5. Is there anything else about the student that you would like us to know?

上記以外に特記すべき事項があれば記入してください。

I hereby certify that the above information is correct.

以上の通り、相違ありません。

Contact Information /連絡先

School Name (学校名) : \_\_\_\_\_

Reference Full Name (ご記入者氏名) : \_\_\_\_\_

Telephone Number (学校電話番号) : \_\_\_\_\_

Date (日付) : \_\_\_\_\_



# Procedure for web application

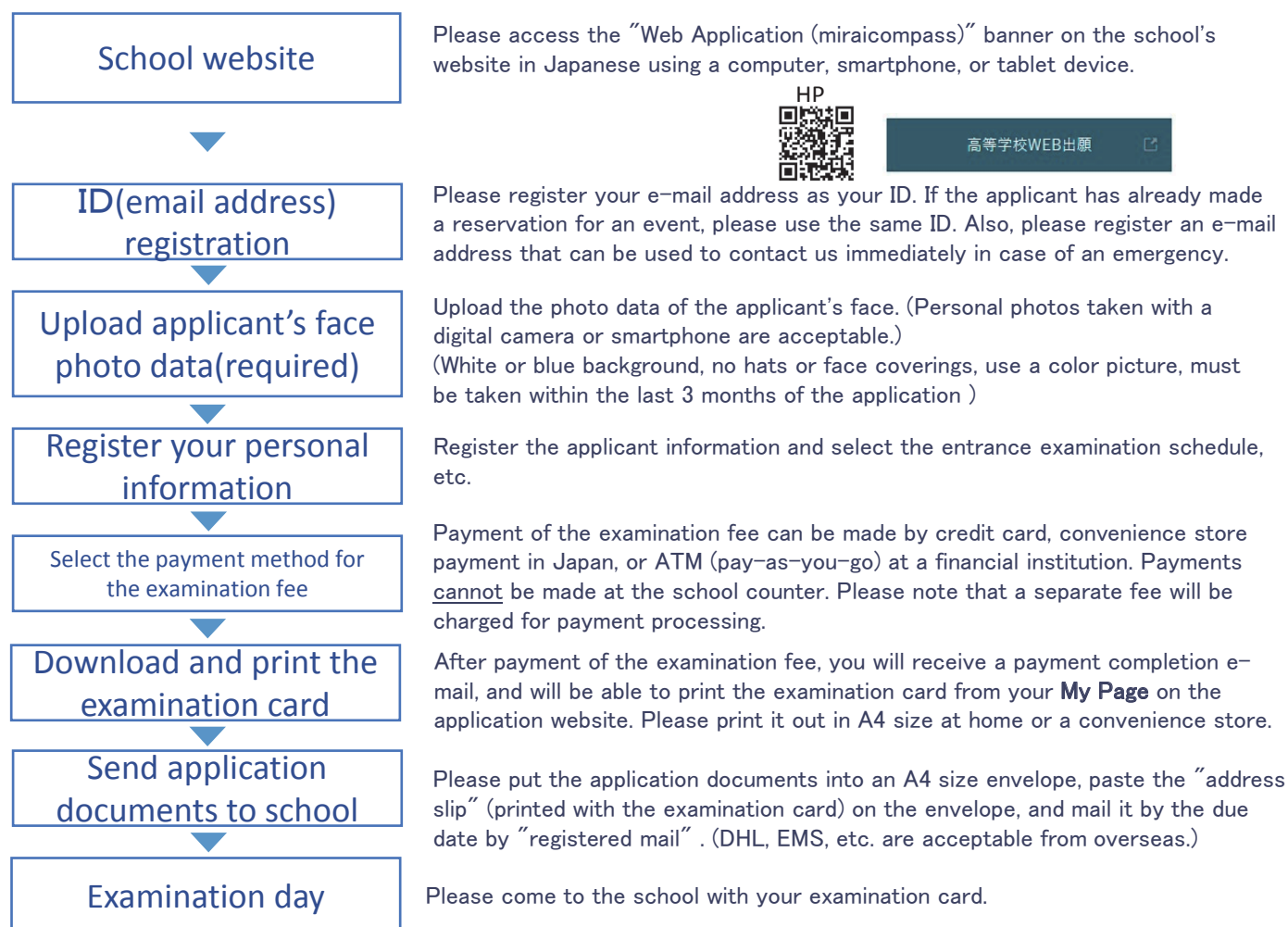
## ●About the web application

- You can apply online 24 hours a day, 7 days a week, weekends and holidays included.
- You can complete the application process from your own device.
- You can choose the payment methods for the examination fee from various credit card options, convenience stores in Japan, and pay-easy.



- If you have any questions about the system, please contact the school during office hours.  
(Available 8:30AM-5:00PM excluding weekends and holiday.)

## ●Application procedures



**miraicompass.** 〈Web application manual in Japanese〉

Web application



Procedure about uploading a photo



Procedure about downloading the examination card



*Memo*

[illegible]

\* For details on which examination rooms to use, etc., please confirm at the reception desk or on the notice board at the examination site on the day of the examination.

## ■上海会場

Shanghai Hotel Jin Jiang (錦江飯店)  
59 Maoming Road South., Shanghai, 200020,  
China  
Phone: +86-21- 64151188



## ■シンガポール会場

Orchard Hotel Singapore  
442 Orchard Road, Singapore 238879  
Phone: +65 6734 7766



## ■フランクフルト会場

NH FRANKFURT AIRPORT WEST  
Kelsterbacher Str. 19, 65479 Raunheim, Frankfurt  
Germany  
Phone: +49 6142 9900



## ■ニューヨーク会場

The Westin New York Grand Central  
212 East 42nd Street, New York, USA,  
10017  
Phone: +1 212-490-8900



## A vertical black and white photograph showing a modern building with a dark facade and large windows. The building is partially obscured by a cloudy sky and a foreground structure with a tiled roof. The foreground structure has a dark, textured wall and a small, dark, rectangular object on it. The overall composition is minimalist and architectural.

