

Academic Year 2025

# Entrance Examination Guidelines

## IB Course

### (International Baccalaureate Diploma Course)

## Ritsumeikan Uji Senior High School

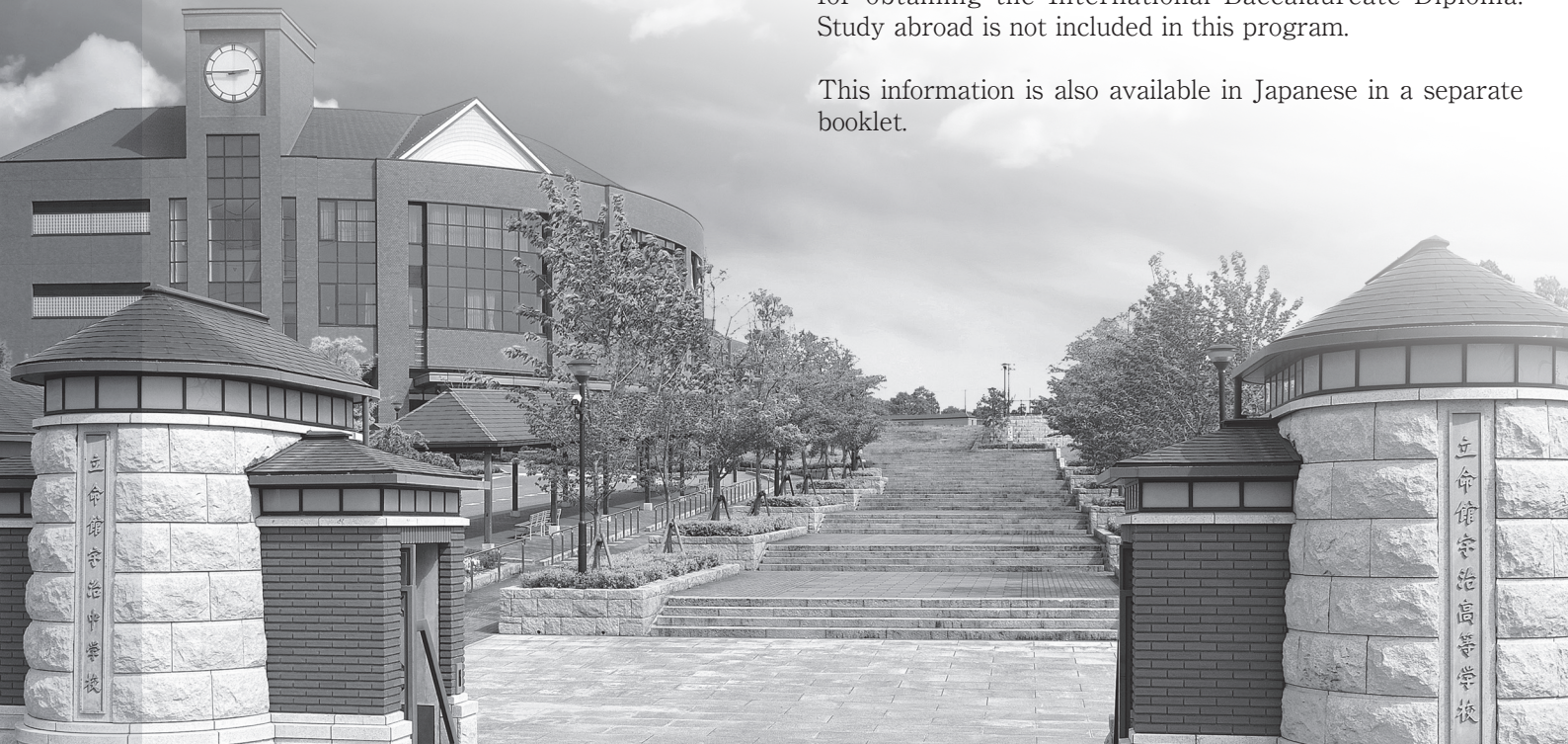
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### About the IB Course

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 2024 and February 2025

## 1. Enrollment Capacity

About 40 first year students

\*This is the number to be admitted in the international examination for returnee and foreigner quota.

\*This is the total number of IB, IM and IG course. But this booklet is for the IB course only.

## 2. Examination Outline (For IB Course Testing System: IB)

	Venue	Examination Date	Category	Method of Selection
November Examination	Shanghai Singapore Frankfurt New York (※1)	November 24 (Sun), 2024 Online Interview and November 30 (Sat), 2024 Written examination	Recommendation/ Single Application	English Essay Mathematics Online Interview
		November 30 (Sat), 2024		English Essay, Mathematics Interview
February Examination	Ritsumeikan Uji	February 10 (Mon), 2025		
Application Period		Nov. Web registration : October 21 (Mon) to November 8 (Fri), 2024 Documents submission: October 28 (Mon) to November 11 (Mon), 2024		
		Feb. Web registration : January 8 (Wed) to January 21 (Tue), 2025 Documents submission: January 14 (Tue) to January 21 (Tue), 2025		
Announcement of Results		Nov. December 6 (Fri), 2024 3:00pm		
		Feb. February 12 (Wed), 2025 3:00pm		

\* The interviewee must be accompanied by a parent or a guardian.

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

※1 Applicants for overseas venues must take both the online interview on November 24 and the written examination on November 30.

## 3. Course Outline

Students do not study abroad, but take immersion classes<sup>※1</sup> 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.

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

## 4. Application Qualifications

### 【For Applicants with Japanese Citizenship】

Applicants must meet all of the qualifications listed below (① through ④):

- ① Applicants must be 15 years old or older as of April 1, 2025.
- ② Applicants must have completed a nine-year curriculum<sup>※1</sup> or be expected to complete it by 2025, June.
- ③ Applicants must have been enrolled in a school abroad<sup>※2</sup> for more than 1.5 years during the period that overlaps with compulsory curriculum in Japan.
- ④ Applicants must have basic Japanese language proficiency(JLP N4 level) .

### 【For Applicants without Japanese Citizenship】

Applicants must meet all of the qualifications listed below (① through ③):

- ① Applicants must have completed a nine-year curriculum<sup>※1</sup> or be expected to complete it by 2025, June. If an applicant will complete a nine-year curriculum by June 2025, the month of entrance will be September 2025.
- ② Applicants who reside outside Japan 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 after enrollment and have a guarantor in Japan. <sup>※3</sup>
- ③ Applicants must have basic Japanese language proficiency (JLP N4 level).

※1 The nine-year curriculum is equivalent to the compulsory education curriculum in Japan.

※2 A school abroad is defined as an international school in Japan or outside Japan (excluding “Ichijo-ko” subscribed in Japanese school education law) or a local or private school outside Japan.

※3 The guarantor must (1) reside in Japan, and (2) live within a reasonable distance to be able to come to the dormitory on the same day if something should happen to the student and be available to help. If these conditions are met, the guarantor does not necessarily need to be related to the applicant.

## 5. Examination Categories and Requirements

Recommen- dation	Applicants who meet all of the following criteria: ① whose first choice is Ritsumeikan Uji and who can guarantee matriculation at the school upon a successful result in the entrance examination ② who was born between April 2, 2009 and April 1, 2010 <sup>※1</sup> and will take the November or February examinations as new students in the 2025 academic year ③ who has excellent academic performance and character ④ who satisfies <u>the criteria of our recommendation system</u> <sup>※2</sup> ⑤ 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.

※1 Applicants who do not have Japanese citizenship and were born on or after April 2, 2010 may be eligible to apply for Recommendation quota. Please consult the school individually.

※2 The criteria of Recommendation category:

- ① Applicants must have achieved excellent grades in the past three years.
- ② Applicants must have any one of the following English language certificates (including certificate above the following criteria). **The certificate is valid only if it was issued after April 2022.**
  - Eiken pre-1 (including S-CBT) • TOEFL Junior<sup>®</sup> Standard 885 • TOEIC<sup>®</sup> L&R 800

・ TOEFL iBT<sup>®</sup> 80(including Home Edition) ・ IELTS 6.5 ・ Cambridge English qualifications FCE

## 6. Procedure for Designation of Recommendation Category

Applicants who wish to take the examination in the “Recommendation category” have to receive designation of Recommendation category in advance according to the following procedure.

- ① Download the international recommendation application form from school website.
- ② Send the following three documents to Ritsumeikan Uji within the application period.
  - 1) International recommendation application form (available at school website)
  - 2) A copy of academic transcripts for each of the last three years
  - 3) A copy of the English proficiency certificate
- ③ The result will be individually notified by mail.
- ④ After being certified for the “Recommendation category”, applicants can apply to take the entrance examination in the “Recommendation category” .

<Application Period>

	Documents submissions period	Announcement of results
November Examination	September 2 (Mon) to September 18 (Wed), 2024	September 27 (Fri), 2024
	September 30 (Mon) to October 9 (Wed), 2024	October 18 (Fri), 2024
February Examination	November 25 (Mon) to December 16 (Mon), 2024	December 21 (Sat), 2024

< Postal Address >

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

## 7. Application Procedures

### (1) How to apply

- ① Register basic personal information in 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.)
  - >Fee at Ritsumeikan Uji venue: 20,000yen
  - >Fee at Overseas venue: 50,000yen
  - \* To be paid in yen, excluding any exchange commission.
  - \* As a rule, the examination fee is non-refundable.
  - \* The payment of the examination fee is subject to a settlement fee.
- ③ After completion of remittance, the “Application Form” and “Examination Card” can be printed from the website.
- ④ Prepare other necessary documents, then send all the documents to Ritsumeikan Uji.
  - \* For more information about web registration, please refer to page 31 .

<Application Period>

November Examination	Web registration period: October 21 (Mon) 0:00am to November 8 (Fri) 11:59pm, 2024
	Documents Submission period: October 28 (Mon) to November 11 (Mon), 2024
February Examination	Web registration period: January 8 (Wed) 0:00am to January 21 (Tue), 11:59pm, 2025
	Documents Submission period: January 14 (Tue) to January 21 (Tue), 2025

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



## (2) Application Documents

Refer to pages 13 to 14 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	Official School Transcripts & Report card	●	●
8	Photocopy of Passport (If not a Japanese citizenship)	●	●
9	Copy of the English proficiency certificate	●	●
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.

\* Applications are not returned.

## (3) Documents Submission

Enclose the documents in an acceptable envelope and send them to the address below by registered mail (DHL, EMS or an equivalent service are acceptable from abroad).

We do not accept applications in person at school.

< Postal Address >

Ritsumeikan Uji Senior High School  
International Admission Office,  
Hachikenyadani 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.

## 8. Factors for the Admissions

### (1) English Essay

English Essay is a composition test to respond to a selected text with questions prompting an analytical response. The word count of the composition should be between 300 words to 500 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.

\* These details also apply to online interview. Online interview is conducted using "ZOOM".

## 9. Examination Timetable

### (1) At overseas venue

#### ◀ Online Interview ▶

Date and Time: from 9:00am to 7:00pm on November 24(Sun) (Japan time.)

\* The interview will be conducted within the above time frame. The time schedule of interview including ZOOM URL will be announced about 3 days before the day of the online interview.

\* Interview is accompanied by a parent or guardian.

#### ◀ Written Examination ▶

Date: November 30(Sat)

\* The 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	9:00~10:00	10:15~11:05
IB	Guidance	Essay	Mathematics

#### ●Singapore

Testing System	8:50~9:00	9:00~10:00	10:15~11:05
IB	Guidance	Essay	Mathematics

#### ●Frankfurt

Testing System	13:50~14:00	14:00~15:00	15:15~16:05
IB	Guidance	Essay	Mathematics

#### ●New York

Testing System	8:50~9:00	9:00~10:00	10:15~11:05
IB	Guidance	Essay	Mathematics

### (2) At Ritsumeikan Uji venue

Testing System	8:50~9:00	9:00~10:00	10:15~11:05	11:25~
IB	Guidance	Essay	Mathematics	Interview

\* Interview is accompanied by a parent or guardian.

## 10. Precautions for the Examination

### 【For Ritsumeikan Uji venue】

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

- ① Examination card
- ② HB or No.2 black pencils or mechanical pencils, erasers.
  - \* Wristwatches are allowed to be used, but watches with calculator function are not allowed.
  - \* Cellphone use is prohibited. If you bring one, switch it off and keep it inside your bag.
  - \* The following are not permitted to be used; underlays, rulers, calculators, dictionaries, ear-plugs.
- 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 your lunch.
- ② Applicants will be allowed to have lunch in the examination room while waiting for their interview time, so please be sure to bring a lunch box by the applicants themselves since applicants will not be in contact with their parent or guardian by interview time.

#### (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 such as Uji City Botanical Park or Uji-yamashiro Sports Park are not available.
- ② There are parent waiting rooms at school, so please wait there during the examination.
- ③ A parent or guardian 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.

### 【For Overseas venue】

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

- ① Examination card
- ② HB or No.2 black pencils or mechanical pencils, erasers.
  - \* Cellphone use is prohibited. If you bring one, switch it off and keep it inside your bag.
  - \* The following are not permitted to be used; underlays, rulers, calculators, dictionaries, ear-plugs.
- ③ Wristwatch (with calculator function are not allowed.)
  - \* Basically, there is no watch equipped in the examination room.



**(2) Precautions for the examination**

- ① Please confirm the details of examination venue at the end of this booklet. The rooms where the written exam will be held will be announced at the school reception on the examination day.
- ② Please enter the room 10 minutes before the examination starts since we start giving the guidance.
- ③ Those who are late by 20 minutes or more after the examination starts, cannot take the examination.
- ④ There will be a sticker with your examination number on the desk. Please check your examination number and take the seat of your number.

**(3) Guidelines for Parents**

- ① Parents are not allowed to enter the examination room or communicate with the applicant until the end of the examination.
- ② There are no parent waiting rooms on the examination day.

## 11. Announcement of Successful Applicants and Admission Procedures

### (1) Announcement of Successful Applicants

#### 【Date and Time】

November Examination: 3:00 pm, December 6 (Fri), 2024

February Examination: 3:00 pm, February 12 (Wed), 2025

\* We will announce successful applicants on our website.

\* We will not answer any inquiries about results.

### (2) Admission Procedures

We will send documents regarding enrollment to successful applicant as follows;

- For successful applicants of November examination, we will send them to those who will have paid admission fee around the beginning of February

- For successful applicants of February examination, we will send them on February 12.

\* All information regarding the admissions process will also be provided on a dedicated website 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 6 (Fri) to December 20 (Fri), 2024
Web Registration	February 12 (Wed) to February 17 (Mon.), 2025
Documents submission	

#### 【February Examination】

Payment of admission fee (120,000yen)	February 12 (Wed) to February 17 (Mon), 2025
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 web site. Payment of the Admission Fee is subject to a settlement fee.

\* If successful applicants do not take necessary actions for admission within the above period, they will be deemed to have declined.

### (3) Visa Application Procedures (if applicable)

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 Ritsumeikan Uji.

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 Certificate of Eligibility to applicants.

6. The applicant submits the Certificate of Eligibility to the Japanese embassy in his/her country 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 may lose the right of admission.

#### (4) Tuition Fees

(Note : The amount below is for the 2024 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 and specified goods are also necessary.
- \* We revise school fee every year and will inform applicants of the updated fees at the time of the announcement of successful applicants.
- \* IBDP Sundry Expenses are necessary (65,000yen as of 2024 academic year).
- \* 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 in October).

## 12. 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 in “Recommendation” category.

### (1) Qualification

Applicants who take either the November or the February entrance examination in the “Recommendation” category and who 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 only.)

### (4) Number of Scholarship Students

Up to 10 applicants

(10 applicants are 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 Scholarship

300,000 yen at the time of enrollment for the first year

### (6) Application and selection procedures

- Application period: December 9(Mon), 2024 to December 19(Thu), 2024
- Application Documents: 1.Scholarship Application Form  
2.Scholarship Student Self Recommendation Form  
\* Application documents can be available at school website.
- How to apply: Register basic personal information to the Scholarship application website and prepare application documents. Please refer to separate guidelines of Scholarship for details, which will be published on school website around the beginning of the December.

- Method of selection: Applications screening and interview.
  - \* Interview will be conducted on December 25(Wed) for those who pass application screening only. Online interview will be provided for applicants residing overseas and interview in person at the Ritsumeikan Uji will be held for applicants residing in Japan.
  
- Announcement Result: The results of screening will be emailed on December 21 (Sat), 2024. Interview results will be notified on or after December 25 (Wed).

## 13. 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 2024 academic year.)

Dormitory Admission Fee: 150,000 yen (at the time of enrollment)

Boarding Fee: 540,000 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.

\* Admission might be denied for health reasons.

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

\* The current dormitory contract will end in March 2026, and the dormitory will start operation on the school premises from April 2026. The specifications of new dormitory are still under consideration, but we expect the cost of a single room to be around 74,000 yen per month (excluding fee for utility, meals, linens, etc.). We will announce details about it on school website as soon as they are finalized.



## 14. Application Instructions

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

After web registration, you can print out the Application Form from the application web system. Please detach the Examination card and Address label, then send the Application Form along with the other required documents.

### (2) Personal Information Form (attached to this booklet/ Format 1)

A parent or guardian should complete this document using black ink.

### (3) Supplementary Information Form (attached to this booklet/ Format 2)

A parent or guardian should complete this document. If there is not enough space to write on the form, you may create an additional form using PC.

### (4) Recommendation Form (attached to this booklet/ Format 3)

As a rule, to take the exam under the Recommendation category, the applicants 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/ Format 4)

Use black ink to fill out the form.

### (6) Certificate of School Attendance (must be the original certificate, not a photocopy)

- Submit a document certifying that you have attended an overseas educational institution for a period that satisfies the qualification for application. However, you do not need to submit this document if you submit the transcript below (7).
- If you transferred in or out during the school year overlapped past three years and have a period that not been issued a transcript due to the lack of , please prepare certificate of school attendance. In this case, it should show the month of transfer, date of move-out.

### (7) Official School Transcripts and Report Card (must be the original certificate, not a photocopy)

- Should submit both your “Official School Transcripts” and “Report Card” 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 these curriculums, submit also any academic record completed thereafter. If you transferred schools at any point during the past three years, send both Official School Transcripts and Report Card from all schools attended.
- You can use “Official Transcript Request Form” attached to this booklet to ask your school to issue the transcripts. Please consult with us if only digital data of transcripts can be issued due to school regulation.
- If “Official School Transcripts” are original, photocopies of “Report Card” are acceptable.
- It is acceptable that both “Official School Transcripts” and “Report Card” are same, but in this case, original of either one of them is required.
- Should submit any materials describing the grade evaluation method or distribution of grades if available.

#### **The meaning of “be the original certificate, not a photocopy”:**

Transcripts have to include principal’s signature or school’s official stamp, or they must be enclosed in an envelope. The envelope containing the transcripts must have the school stamp or principal’s signature spanning the sealed flap and the main body of the envelope. Digital signature or images of school stamps are not accepted.

**(8) IB Course Applicant Reference Form (attached to this booklet/ Format 5)**

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) Copy of the English proficiency certificate**

We accept following kinds of English proficiency certificate. **The certificate is valid only if it was issued after April 2022.**

- Eiken (including S-CBT)
- TOEFL Junior® Standard
- TOEFL iBT® (including Home Edition)
- TOEIC® Listening & Reading
- IELTS
- Cambridge English Qualifications

**(10) 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.

The diagram shows a 3D perspective of an envelope. On the front flap, there is a return address label with the following fields:

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

Below the label, the recipient information is printed:

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

At the bottom left of the envelope, there is a small box labeled "Registered mail" and the text "Application documents, including Application Form, for entrance examination enclosed".

## II. Transfer Examination

### 1. Transfer examination in November 2024

This examination is for applicants who wish to transfer into the high school first year in January 2025. Successful applicants can move up to the second year in April 2025 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. If there are no openings, we will announce it on school website around September 2024.

#### (2) Transfer Examination Outline (Month of Transfer: January 2025)

Venue	Examination Date	Category	Method of Selection
<b>Shanghai Singapore Frankfurt New York</b> (※1)	November 24 (Sun), 2024 Online Interview and November 30 (Sat),2024 Written Examination.	Single Application	English Essay Mathematics Online Interview
<b>Ritsumeikan Uji</b>	November 30 (Sat),2024		English Essay Mathematics Interview
Application Period	Web registration	October 21 (Mon) to November 8(Fri), 2024	
	Documents submission	October 28 (Mon) to November 11(Mon), 2024	
Announcement of Results	December 6 (Fri), 2024 3:00pm		

\* The interviewee must be accompanied by a parent or a guardian.

※1 Applicants for overseas venues must take both the online interview on Sunday, November 24 and the written exam on Saturday, November 30.

### (3) Application Qualifications

#### 【For Applicants with Japanese Citizenship】

Applicants must meet all of the qualifications listed below (① through ④):

- ① Applicants must be 16 years old or older as of April 1, 2025.
- ② Applicants must be in tenth-grade<sup>※1</sup> or higher at an educational institution in the country of residence at the time of applying.
- ③ Applicants must be currently enrolled in a school abroad<sup>※2</sup> and have attended a school (/schools) abroad for at least 1.5 years of the last 3 years prior to enrollment at this school (January 1st 2025).
- ④ Applicants must have basic Japanese language proficiency(JLP N4 level) .

#### 【For Applicants without Japanese Citizenship】

Applicants must meet all of the qualifications listed below (① through ③):

- ① Applicants must be in tenth-grade<sup>※1</sup> or higher at an educational institution in the country of residence at the time of applying.
- ② Applicants who reside outside Japan need a Visa in order to live in Japan at the time of applying. Due to the period of Visa procedure, applicants without having Visa cannot apply.
- ③ Applicants must have basic Japanese language proficiency (JLP N4 level).

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

※2 A school abroad is defined as an international school in Japan or outside Japan (excluding “Ichijo-ko” subscribed in Japanese school education law) or a local or private school outside Japan.

## 2. Transfer Examination in June 2025

This examination is for applicants who wish to transfer into the high school first year class in September 2025.

### (1) Transfer Openings

A few first-year students

\* Depending on the circumstances, there may be no transfer openings. If there are no openings, we will announce it on school website around April 2025.

### (2) Transfer Examination Outline (Month of Transfer: September, 2025)

Venue	Examination Date	Category	Method of Selection	Application Period	Announcement of Results
Ritsumeikan Uji	June 28(Sat), 2025	Single Application	English Essay Mathematics Interview	June 2 (Mon) to June 16 (Mon), 2025	July 3 (Thu), 2025

\*The interviewee must be accompanied by a guardian.

### (3) Application Qualifications

#### 【For Applicants with Japanese Citizenship】

Applicants must meet all of the qualifications listed below (① through ⑤):

- ① Applicants must be 15 years old or older as of April 1, 2025.
- ② Applicants must have completed a nine-year curriculum<sup>※1</sup> or higher at an educational institution in the country of residence or be expected to complete it by 2025, June.
- ③ Applicants must be currently enrolled in a school abroad<sup>※2</sup> and have attended a school (/schools) abroad for at least 1.5 years of the last 3 years prior to enrollment at this school (September 1st 2025).
- ④ Applicants who have not taken examination in November 2024 and February 2025.
- ⑤ Applicants must have basic Japanese language proficiency (JLP N4 level)

#### 【For Applicants without Japanese Citizenship】

Applicants must meet all of the qualifications listed below (① through ④):

- ① Applicants must be in school in abroad now and have completed a nine-year curriculum<sup>※1</sup> or higher at an educational institution in the country of residence or be expected to complete it by 2025, June.
- ② Applicants who reside outside Japan 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 after enrollment and have a guarantor in Japan. <sup>※3</sup>
- ③ Applicants who have not taken the examination in November, 2024 and February, 2025.
- ④ Applicants must have basic Japanese language proficiency (JLP N4 level).

※1 A nine-year curriculum is equivalent to the compulsory education curriculum in Japan.

※2 A school abroad is defined as an international school in Japan or outside Japan (excluding "Ichijo-ko" subscribed in Japanese school education law) or a local or private school outside Japan.

※3 The guarantor must (1) reside in Japan, and (2) live within a reasonable distance to be able to come to the dormitory on the same day if something should happen to the student and be available to help. If these conditions are met, the guarantor does not necessarily need to be related to the applicant.

## 3. Application Procedure for Transfer Examination

### (1) How to apply

Refer to page 3 of this booklet.

### (2) Application Period

<Application Period>

November Examination	Web registration period: 0:00am October 21 (Mon) to 11:59pm November 8 (Fri), 2024
	Documents Submission period: October 28 (Mon) to November 11 (Mon), 2024
June Examination	Web registration period: 0:00am June 2 (Mon) to 11:59pm June 16 (Mon), 2025
	Documents Submission period: June 2 (Mon) to June 16 (Mon), 2025

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

### (3) Application documents

Refer to page 4 of this booklet.

### (4) Documents Submission

Refer to page 4 of this booklet.

## 4. Factors for the Admissions

Refer to page 4 of this booklet

## 5. Examination Timetable

Refer to page 5 of this booklet.

## 6. Announcement of Successful Applicants and Admission Procedures

### (1) Announcement of Successful Applicants

#### 【Date and Time】

November Examination: 3:00 p.m., December 6 (Fri), 2024

June Examination: 3:00 p.m., July 3 (Thu), 2025

\* We will announce successful applicants on our website.

\* We will not answer any inquiries about these results.

### (2) 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 6 (Fri) to December 13 (Fri), 2024
Web Registration	
Documents submission	

#### 【June Examination】

Payment of admission fee (120,000yen)	July 3 (Thu) to July 9 (Wed), 2025
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 WEB site. Payment of the Admission Fee is subject to a settlement fee.

\* Admission procedure documents will be sent to the successful applicant on the announcement day of the successful applicants by express delivery.

### (3) Visa Application Procedures (if applicable)

Refer to page 8 of this booklet.

We offer transfer students an orientation. Details will be described in admission documents.







## Ritsumeikan Uji Senior High School Supplementary Information Form

※Applicant Number	Applicant's name

\* Please fill in the examination number on the application form after the web registration

\* Parents should fill in with black pen. If there is not enough space to fill in, you can create the separate form by PC and submit it.

1. 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。

Describe the foreign (not Japanese) or international school the applicant last attended abroad.

(1) 学校名 Name of the school

(2) 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 Public or private school, the nationality of the school if it is an international school.

(3) 在籍時期・期間 The period of being enrolled

(4) 学期（2期制、3期制）・各学期の開始日および終了日等 School terms through the academic year

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

(6) 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。 Were there any classes for students whose mother tongue was not English? (e.g. ESL) What kind of classes and how many terms did the applicant take there? What are the requirements for moving to the ordinary class?

2. 成績証明書の中に特殊な科目（日本の学校にないような科目、内容の分かりにくい科目等）があれば説明してください。 Describe special subjects if any. (ex. The kind of subject that needs an explanation because it is unusual in Japan.)

3. 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。Put additional information about the applicant's academic record, if you wish. Were the applicant's classes divided into student ability levels?
  
4. 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。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 learnt at school. If you think the applicant might have language problems in Japan, please describe them.
  
5. 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。Describe the applicant's special talents in sports, music, art and others, if any.
  
6. 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）。Describe remarkable activities of the applicant (ex. Volunteer work).

以上の通り、相違ありません。 I, hereby, certify that the above information is correct.

志願者氏名 Applicant's name

保護者署名 Guardian's signature

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# Ritsumeikan Uji Junior & Senior High School

33-1 Hachiken-yadani, Hirono-cho, Uji-city, Kyoto, 611-0031 JAPAN

TEL : +81-774-41-3000

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

## Recommendation Form

### A: Parent Permission (For the applicant)

Applicant's Name (Last/First):	Applicant's Date of Birth(dd/mm/yyyy):
Applicant's Present Address:	
Name of School:	Parent's Name (Last/First):

I hereby authorize the release of my child's school data for admission to Ritsumeikan Uji Senior High School.

Student's Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### B: Principal's Recommendation (For the principal)

The student named above is applying to Ritsumeikan Uji Senior High School. This form is requested for the Recommendation Category. If accepted, the student cannot decline. So please confirm that Ritsumeikan Uji Senior High School is the student's first choice. This form will remain confidential and will not become part of the student's permanent record. This form can be completed by the principal or a teacher of the student. When you have completed it, please follow instructions at the end of this form. Be sure the parent has signed the form in the space above.

#### ● Student Rating

In comparison with other students in the applicant's grade/age group, please check the most appropriate box for the categories listed.:

	Outstanding	Very Good	Good	Average or below
Enthusiasm for Learning				
Intellectual Ability				
Perseverance/Self-Discipline				
Self-Confidence				
Leadership				
Responsibility				
Concern for Others				
Respect Accorded by Faculty				
Respect Accorded by Peers				

Please list any advanced courses(classes) taken by the student.

Please list any courses for students with limited English ability (ESL) taken by the student.









# 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)

※Application number is fine to be blank.

**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) : \_\_\_\_\_

Contact Name (ご記入者氏名) : \_\_\_\_\_

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

Date (日付) \_\_\_\_\_

## Official Transcript Request Form

This is to request official transcripts or certified true copies of academic records, which are required for admission to Ritsumeikan Uji Senior high school in Kyoto, Japan. Please respond according to the following information.

### ● Student's Personal Information

Name	Last name	First name
DOB (DD/MM/YYYY)	/	/
Phone Number		
E-mail	@	
Home address while attending school		
Grade(s)/Year(s) attended	From	To
Dates attended (MM/YYYY)	From	To

### ● Transcript Information

Requested Grade(s)/Year(s)	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11
Delivery Method	<input type="checkbox"/> Parent will pick up.
	<input type="checkbox"/> By mail to the name and address below: Name : _____  Address : _____
	<input type="checkbox"/> By email to Ritsumeikan Uji Senior high school (uji-amb@ujc.ritsumei.ac.jp)

### ● Important Notes

<ol style="list-style-type: none"> <li>1. Transcripts must include principal's signature or school's official stamp, or they must be enclosed in an envelope. The envelope containing the transcripts must have the school stamp or principal's signature spanning the sealed and the main body of the envelope. Digital signature or images of school stamps are not accepted.</li> <li>2. When emailing transcripts directly to us, please send them through the school's official mail address. We do not accept documents sent from free e-mail addresses.</li> <li>3. Please indicate which of the classes are Honors or Limited English Proficiency classes (such as ESL) if any.</li> <li>4. Please include the explanation of abbreviations and/or codes used on the transcripts if possible.</li> </ol>
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Student's Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Procedure for web application

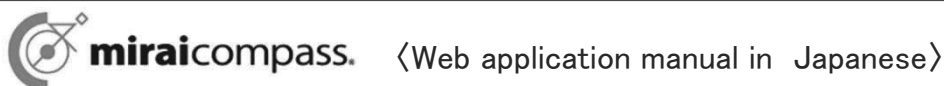
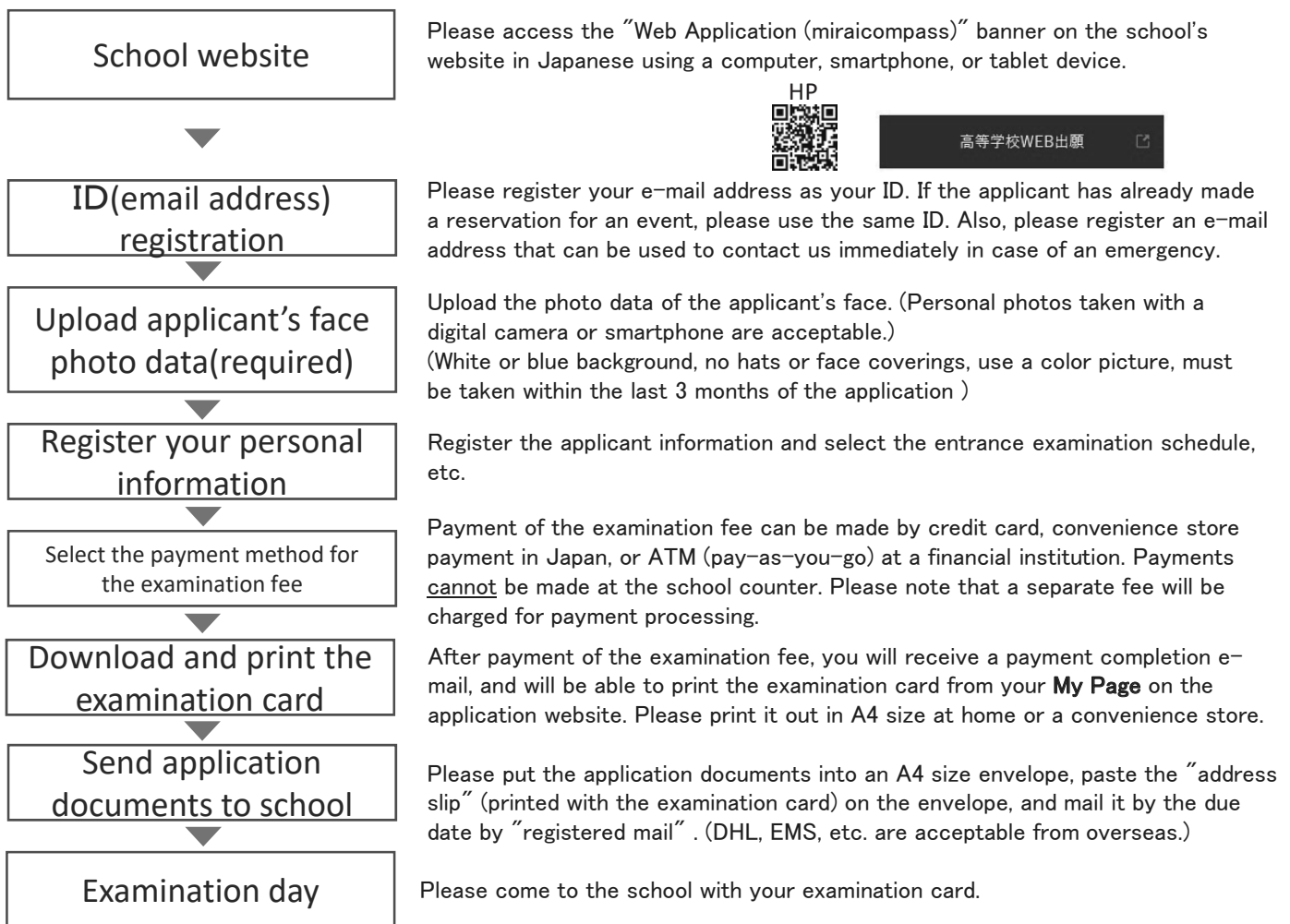
## ●About the web application

- 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



Web application

Procedure about uploading a photo

Procedure about downloading the examination card







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

## ■ Shanghai

Shanghai Hotel Jin Jiang (錦江飯店)

59 Maoming Road South., Shanghai, 200020,  
China  
Phone: +86-21- 64151188



## ■ Singapore

CECIL BUILDING 4th floor

RNN Conference Centre  
137 Cecil Street #03 Singapore 069537  
Phone: +65 6924 9472



## ■ Frankfurt

NH FRANKFURT AIRPORT WEST

Kelsterbacher Str. 19, 65479 Raunheim, Frankfurt  
Germany  
Phone: +49 6142 9900



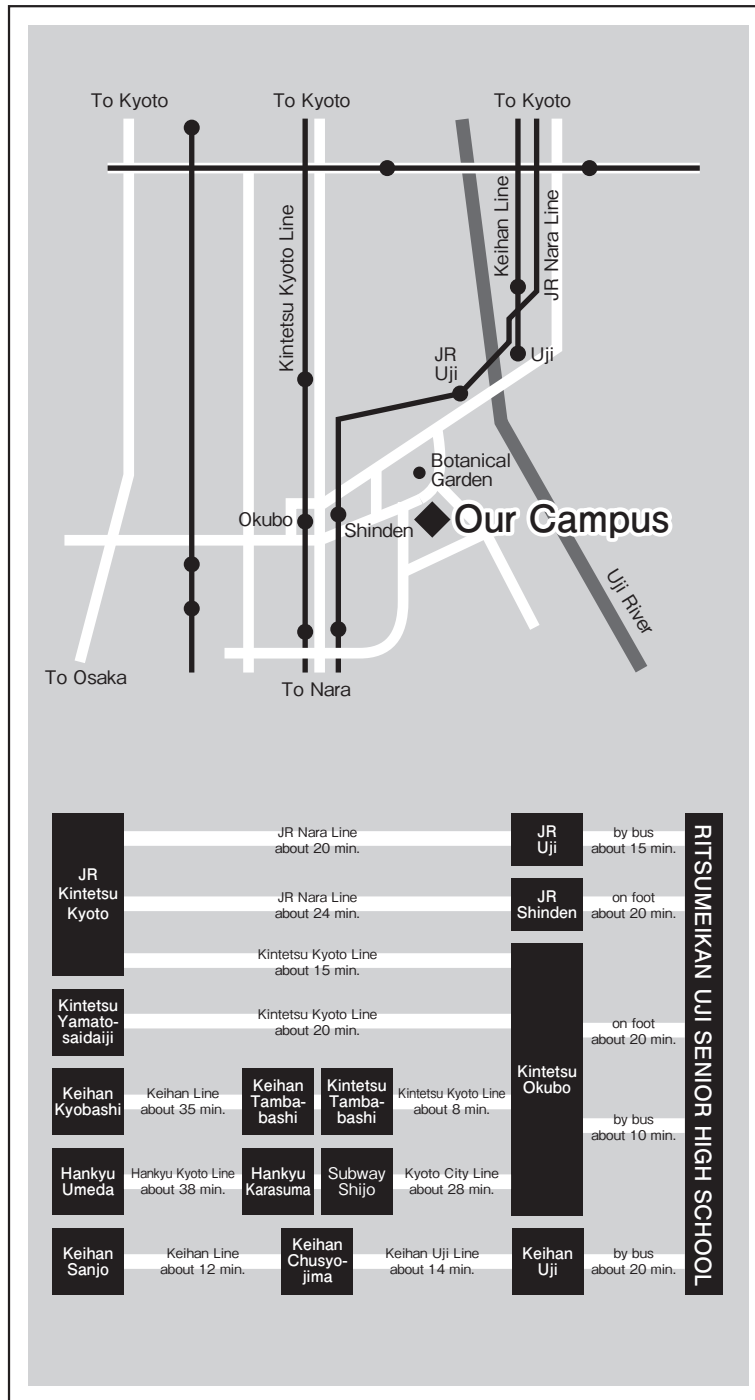
## ■ New York

JAY Suites Bryant Park Conference Center (Basement)

109 West 39th street New York, NY 10018  
Phone: +1 212 300 3360



## Transportation to Ritsumeikan Uji



# 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>

