

Application Handbook 2021 Enrollment AO Admissions (English Basis)

Publish Date: June 2020

■ GS Major	Global Studies Major, Department of International Relations, College of International Relations
■ JD Program	American University-Ritsumeikan University Joint Degree Program, College of International Relations
■ CRPS Major	Community and Regional Policy Studies Major, Department of Policy Science, College of Policy Science
■ ISSE Course	Information Systems Science and Engineering Course, Department of Information Science and Engineering, College of Information Science and Engineering
■ GLA	College of Global Liberal Arts

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IMPORTANT NOTES

- If the University decides that it is difficult to carry out admissions as stated in this Application Handbook due to the effect of COVID-19, there may be some changes. Changes regarding AO Admissions (English Basis) will be announced on this website: en.ritsumei.ac.jp/e-ug
- The University will check application documents after each application deadline, and will contact applicants by E-mail. It is the applicant's responsibility to regularly check E-mail communication and respond in a timely manner. In case there is set mail rejection, enable settings to be able to receive E-mail from "@st.ritsumei.ac.jp".
- All times in this Application Handbook indicate Japan Standard Time (UTC+09).

Admissions Guidelines

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1. Admissions Policy

College of International Relations

In the Department of International Relations within the College of International Relations, students systematically learn three types of essential approaches to understanding global society: language skills, theories, and area studies. Throughout this learning process, students develop a high level of foreign language proficiency and the ability to think logically, while cultivating deeper intellectual capacities to better understand cultural diversity. The college seeks students who have the will to act independently and the desire to contribute to society in terms of governance, economics, culture, and peace.

To this end, the college admits students who already possess the following abilities and motivations:

- (1) Basic academic skills necessary to analyze problems facing global society
- (2) A deep interest in the problems facing global society and the self-motivation to pursue them
- (3) Language abilities necessary to understand and explain the problems facing global society

Joint Degree Program, College of International Relations

The Global International Relations Joint Degree Program is looking for globally minded students who can be effective leaders both on and off campuses. We expect our graduates to take an active role in their professional fields and contribute directly and indirectly to the deepening of mutually beneficial relations between the U.S., Japan and the rest of East Asia, as well as to the peace and prosperity of the international community.

College of Policy Science

The College of Policy Science seeks students who will challenge themselves both in practical and scholastic terms, with the aim of creating a better society through policy solutions. Thus, the College expects students to have the following academic abilities and interests upon admission:

- (1) Basic academic knowledge acquired at high school or equivalent educational institutions.
- (2) Interest in acquiring thinking skills and abilities for problem solving based on that knowledge.
- (3) Willingness to design and work on practical solutions to a wide-range of social problems.

College of Information Science and Engineering

Education and research at the College of Information Science and Engineering encompasses a wide range of topics. These relate to the core knowledge of technologies, and their application at the cutting edge.

Our educational goal is to develop specialists and researchers with expertise in utilizing computers to obtain effective and innovative solutions to unforeseen issues. Graduates of CISE will be ready to play the leading role in a variety of organizations at the global level.

With these objectives in mind, we welcome prospective students with the following qualities and attitudes.

- (1) The prospective students should have acquired logical thinking skills and fundamental understanding of mathematics and natural sciences necessary to pursue studies in information science.
- (2) For those who are to choose one of the six courses provided in Japanese, they should have sufficient Japanese proficiency to understand and produce Japanese texts, as well as the fundamental proficiency in English. For those who are to be enrolled in the course provided in English, they should be able to display sufficient command of English to pursue academic studies in the language.
- (3) They should have acquired academic underpinnings to start a wide range of studies at the tertiary education level.
- (4) They should have wide and keen interests in academic fields related to information technology.
- (5) They should be strongly motivated to acquire the fundamentals of programming.
- (6) They should have sincere motivation to acquire specialized and advanced knowledge and technologies, ethical attitudes, and leadership.
- (7) They should be fully aware of the significance of skills for problem-identifying/solving and those for communication, and are ready to improve those skills to the more advanced levels.

College of Global Liberal Arts

Based on the school spirit of “freedom and innovation” and on the educational philosophy of “peace and democracy,” College of Global Liberal Arts seeks students from Japan and the world who agree with its Human Resources Development Aims and educational goals and have passion to study at Ritsumeikan University. In accordance to this context, the students, admitted to the College, should have the following academic abilities, interests, and aptitudes.

- (1) Knowledge and Understanding
Through education at a senior high school, etc., the applicants must have obtained the academic ability and English language ability necessary for the wide array of studies in the humanities and social sciences.
- (2) Thinking and Judgment
Applicants must have the critical thinking abilities that form the foundation of academic knowledge and of making ethical judgments with global viewpoints.
- (3) Interest, Motivation and Attitude
Applicants should be interested in social change, progress in science and technology, history in global perspective, and socio-cultural diversity.
Applicants must have challenging spirit, social tolerance, cooperative mind, and leadership in identifying and solving problems.
- (4) Skill and Expression
Applicants must have the ability to reason appropriate data collections and their analyses, and the ability to clearly express and discuss their own opinions.

2. Target of This Admission Method

GS Major

The Global Studies Major within the College of International Relations aims to allow students to acquire an advanced understanding of international relations through specialized courses delivered in English. Students in the GS Major

have the opportunity to discuss and study issues currently faced by the international community as part of a diverse student body. It is expected that students will have a strong desire to take full advantage of the opportunities offered by studying in English together with students of different backgrounds and that they will develop their abilities within this diverse academic community.

The College of International Relations seeks students who will actively participate in all aspects of their academic lives. It is looking to attract students who wish to make use of their knowledge of international relations and their experiences at the college to take on jobs in which they can form a bridge between their home countries, Japan, and the rest of the world as “globally minded leaders” working beyond borders.

JD Program

American University-Ritsumeikan University Joint Degree Program aims to foster students who could appropriately understand wide range of issues in global international society from a perspective of Global International Relation Studies and contribute to the problem solving or peaceful and sustainable development. In addition, the admission method aims to recruit students who have an interest in those issues, who would like to study both in Japan and the U.S., and who are highly motivated to work with international perspective in various fields such as government, economics and culture in the future.

In this JD Program, Ritsumeikan University College of International Relations and American University School of International Service jointly offer a single curriculum and bachelor's degree for the qualified students. The universities have constructed a sophisticated systematic curriculum which will offer students a new kind of international education, in order to achieve the common goal for talent development.

CRPS Major

The Community and Regional Policy Studies Major of the College of Policy Science encourages students to acquire the skills necessary to solve policy problems in current societies.

The purpose of this major is to motivate students to learn how to better understand the issues which have been occurring in communities and/or regions in the local and global context, how to elucidate the cause of the problems as well as how to create solutions, especially through the understanding of social science theories and research methodologies.

As it is expected that students from all over the world will enroll in this major, ample opportunities will be given to study a wide variety of global issues using multiple perspectives.

Students will study the following subject areas within the three CRPS programs: Sustainable Urban Policy; Regional Economy and Development; Multi-level Governance.

We are seeking ambitious and innovative students who are dedicated to developing a better future and to solving various global policy issues with the knowledge and experience acquired in our English-based major.

ISSE Course

The College of Information Science and Engineering aims to educate students to become professionals who are able to play active and leading roles in information technology teams anywhere in the world. In the Information Systems Science and Engineering Course, an English-mediated, project-based program, students will have ample opportunity to acquire skills and knowledge in information systems engineering necessary to function as innovative and competent specialists. After successful completion of the program, graduates are expected to be able to apply engineering knowledge acquired to resolve current and future issues societies face globally.

We seek to attract students from all over the world who are determined to take full advantage of the learning opportunities and diverse environment offered in the ISSE, with an aim to acquire leadership skills to play key roles in the globalized society. Prospective applicants to the program must have high school level knowledge of mathematics and science, and also English proficiency sufficient to understand college-level lectures and exercises. The applicants must be eager to learn new technology, and be able to work both individually and as part of a team.

GLA

The College of Global Liberal Arts provides students with the comprehensive liberal arts education in English required for our globalized times. We strive to produce graduates who can put knowledge into practice to take the initiative in identifying and solving problems and can keep learning throughout their lives in the globalized society. We are looking for students who are eager to collaborate with others in a multi-cultural environment through dual-degree courses offered in Japan and Australia, and are strongly motivated to take on leadership roles contributing not only to Japan and Asia, but to the entire international community.

The dual undergraduate degree program is offered jointly by GLA at Ritsumeikan University and the Coral Bell School of Asia Pacific Affairs at the Australian National University (ANU). The two undergraduate degree programs together form an extensive, coherent system of learning, in which students aim to earn two degrees, one from each university. They study at both campuses, taking courses with the aim of generating synergies between the two degrees.

This admission method is designed to admit students with the academic aptitude, skills and interests stated in the GLA admission policy. Decisions to admit students are made based on academic records, an interview and two essays: one essay tests applicants' knowledge and understanding of topics relating to those studied at GLA, while the other evaluates their motivation and interest in learning at GLA

3. Number of Students Accepted

Program	April 2021 Enrollment	September 2021 Enrollment
GS Major	10	28
JD Program	5	-
CRPS Major	-	25
ISSE Course	24	-
GLA	7	40

NOTE

- Numbers indicated are total places available for all application periods for 2021 enrollment through the admission method "AO Admissions (English Basis)".
- The number of accepted students in each admission may be lower than the number indicated above depending on the number of applications and the admission results. Unfilled places will be filled through other admission methods.

4. Application Period and Other Key Dates

GS Major

Enrollment	Period	Application Period	Final Result/Call for Interview	Interview (if required)	Final Result
April 2021	1	2020/8/26 Wed. - 2020/9/15 Tue.	2020/11/5 Thu.	-	-
				2020/11/21 Sat., 2020/11/22 Sun.	2020/12/10 Thu.
September 2021	1	2020/12/9 Wed. - 2021/1/12 Tue.	2021/2/25 Thu.	-	-
				2021/3/13 Sat., 2021/3/14 Sun.	2021/4/1 Thu.
	2	2021/2/17 Wed. - 2021/3/9 Tue.	2021/4/22 Thu.	-	-
				2021/5/8 Sat., 2021/5/9 Sun.	2021/5/27 Thu.

JD Program

Enrollment	Application Period	1st Screening Result	Interview (if shortlisted)	Final Result
April 2021	2020/8/26 Wed. - 2020/9/15 Tue.	2020/11/5 Thu.	2020/11/21 Sat., 2020/11/22 Sun.	2020/12/10 Thu.

CRPS Major

Enrollment	Period	Application Period	1st Screening Result	Interview (if shortlisted)	Final Result
September 2021	1	2020/12/9 Wed. - 2021/1/12 Tue.	2021/2/25 Thu.	2021/3/13 Sat., 2021/3/14 Sun.	2021/4/1 Thu.
	2	2021/2/17 Wed. - 2021/3/9 Tue.	2021/4/22 Thu.	2021/5/8 Sat., 2021/5/9 Sun.	2021/5/27 Thu.

ISSE Course

Enrollment	Period	Application Period	Final Result
April 2021	2	2020/8/26 Wed. - 2020/9/15 Tue.	2020/10/27 Tue.
	3	2020/10/7 Wed. - 2020/10/29 Thu.	2020/12/10 Thu.

GLA

Enrollment	Period	Application Period	Final Result/Call for Interview	Interview (if required)	Final Result
April 2021	1	2020/6/3 Wed. - 2020/6/23 Tue.	2020/8/6 Thu.	-	-
				2020/8/29 Sat., 2020/8/30 Sun.	2020/9/10 Thu.
	2	2020/8/26 Wed. - 2020/9/15 Tue.	2020/11/12 Thu.	-	-
				2020/11/28 Sat., 2020/11/29 Sun.	2020/12/10 Thu.
September 2021	1	2020/10/7 Wed. - 2020/10/29 Thu.	2020/12/10 Thu.	-	-
				2020/12/19 Sat., 2020/12/20 Sun.	2021/1/21 Thu.
	2	2020/12/9 Wed. - 2021/1/12 Tue.	2021/3/4 Thu.	-	-
				2021/3/20 Sat., 2021/3/21 Sun.	2021/4/1 Thu.
	3	2021/2/17 Wed. - 2021/3/9 Tue.	2021/4/30 Fri.	-	-
				2021/5/15 Sat., 2021/5/16 Sun.	2021/5/27 Thu.

* Please see [8. Screening](#) for screening process.

5. Applying to Multiple Programs / Applying Multiple Times

(1) Applying to multiple programs at the same time

When applying to the other English-medium undergraduate programs offered at Ritsumeikan University during the same application period, applicants must upload application documents and pay the application fees for each program. Applicants do not need to submit a different set of Letter(s) of Reference for each program as one can be used for all applications.

(2) Applying to the same program in more than one application period

There are multiple application periods set via this admission method. Applicants may apply in more than one application period. However, a separate set of application documents and payment of application fee is required for each application.

6. Application Eligibility

Applicants MUST fulfill all the following three requirements: [\(1\) Nationality](#) *For April Enrollment only, [\(2\) University Entrance Eligibility](#), and [\(3\) English Language Proficiency](#).

(1) Nationality *For April Enrollment only

Applicants must meet one of the following requirements.

- A. Possess non-Japanese nationality.
- B. Possess only Japanese nationality and have graduated or are to graduate, by the time of enrollment, from a) high schools/ senior secondary schools located abroad or b) international schools/ [foreign schools](#) located in Japan.

(2) University Entrance Eligibility

Applicants must meet one of the following criteria **before the enrollment date*** at Ritsumeikan University.

Applicants admitted into the University in the prospect of satisfying one of the requirements below should fulfill the requirement before the enrollment date; otherwise, the offer of admission will be revoked.

* Enrollment date: **April 1** for April enrollment / **September 26** for September enrollment.

- A. Have completed a standard 12-year course curriculum, or an equivalent curriculum as designated by the Ministry of Education, Culture, Sports, Science and Technology (MEXT)
 - B. Have completed a 12-year course curriculum at an international school accredited by an international accrediting organization (WASC, CIS or ACISI)
 - C. Have completed a 12-year course curriculum at [a school for international students in Japan accredited by MEXT to be equivalent to a high school outside of Japan](#)
 - D. Possess a qualification of the International Baccalaureate Diploma, Abitur, Baccalaureate, or GCE A-Level.
 - E. Have completed [an 11-year standard education curriculum in countries specified by MEXT](#)
e.g., Belarus, Myanmar, Peru, Russia, Sudan, Uzbekistan
 - F. Have completed school education in a country where the curriculum is shorter than 12 years and have completed [a Japanese pre-university preparatory course accredited by MEXT](#)
 - G. Have passed an exam demonstrating equivalent academic ability to completion of a standard 12-year course curriculum outside Japan and have reached 18 years of age
e.g., General Educational Development (GED)
 - H. Have passed the High School Equivalency Exam (高等学校卒業程度認定試験) / the University Entrance Qualification Exam (大学入学資格検定) provided by MEXT in Japan and have reached 18 years of age
 - I. Have been recognized, through an individual screening review by Ritsumeikan University, as having an academic ability equivalent to or greater than that of a person who has completed high school, from their academic background and other qualifications and have reached 18 years of age
 - ❖ The University recognizes applicants who graduate from Korean senior schools (朝鮮高級学校 Chosen Kokyu Gakko) as having met this requirement.
- Applicants who have completed a standard 12-year curriculum in less than 12 years with appropriate reasons, such as grade skipping or early graduation, will be regarded as having met the requirement.
 - Criteria **F** and **H** are NOT applicable for **JD Program** applicants.

Inquiry regarding eligibility

Applicants who wish to apply and are unsure if they meet the eligibility requirement, or those who wish to apply under "**Criteria I.**" must contact the International Admissions Office, three weeks prior to the start date of the application period. Visit en.ritsumei.ac.jp/e-ug/apply/ru_inquiry.html/ to place your inquiry.

(3) English Language Proficiency

(3)-A. English Test Score

(3)-B. Score Waiver

(3)-A. English Test Score

- Applicants must take one of the tests listed below and achieve the minimum score indicated.
- The English tests must have been taken **within the two-year period before the start date of the application period***1 that the applicant applies for (Except Duolingo English Test) and the test score must be available during the application period.

Program	GS Major	CRPS Major	ISSE Course	JD Program	GLA
TOEFL iBT® Test	76	71	71	85 with 20 in each section	80 with 20 in Writing & Reading 18 in Speaking & Listening
	<ul style="list-style-type: none"> • The University accepts TOEFL iBT® Special Home Edition for all programs except GLA. • The University only accepts TOEFL iBT® scores from a single test date, not MyBest™ scores. 				
IELTS Academic Module	6.0	5.5	5.5	6.5 with 6.0 in each component	6.5 with 6.0 in each component
	<ul style="list-style-type: none"> • The University accepts IELTS Indicator for all programs except GLA. 				
TOEIC® L&R Test	740	730	730	-	-
PTE Academic	-	-	-	60	64 with 55 in each of the communicative skills
SAT Reading Test sub-score	-	-	-	30	-
ACT English Score	-	-	-	25	-
Cambridge CAE Advanced (Post 2015)	-	-	-	-	176 with 169 in all sub-skills
Duolingo English Test	100	95	95	115	-
	<ul style="list-style-type: none"> • The University only accepts Tests based on a 160-point scale, taken after July 15, 2019. 				

*1 For information on the valid period of the English Language Test scores for GLA, Ritsumeikan University applicants must comply with the rules as stated in the Ritsumeikan University Application Handbook rather than the ANU Policy.

- The University does not accept institutional tests such as TOEFL ITP® Test or TOEIC® IP Test.

TOEIC® and TOEFL® are registered trademarks of Educational Testing Service (ETS).

(3)-B. Score Waiver

Submission of English test scores listed above is not required of applicants who meet the waiver criteria stated below.

GS Major CRPS Major ISSE Course

Applicants whose most recent 6 years of formal education before the enrollment date were conducted and instructed only in English.

JD Program

*Applicants must contact Ritsumeikan University, International Admissions Office prior to the start date of the application period when applying with this waiver.

Applicants stated in a) or b) below.

- Have graduated 4 years (grades 9, 10, 11 and 12 or equivalent) of secondary/high school where English was the only medium of instruction with no ESL **within the past two years** in one of the following:
 - U.S. regionally-accredited high schools inside or outside the U.S.
 - IB secondary schools inside or outside the U.S.
 - In the following countries* or in the educational systems of these countries* around the world/regardless of location where English was the only medium of instruction and no ESL courses were taken.

*English-speaking countries include: UK, Ireland, Scotland, Australia, New Zealand, and Canada (except Quebec).

- Have been educated in U.S. regionally-accredited post-secondary institutions inside or outside the U.S. where English is the only medium of instruction and where the student successfully completes two English college composition (non-ESL) classes with a "C" or higher.

GLA

*Applicants must contact Ritsumeikan University, International Admissions Office prior to the start date of each

application period when applying with this waiver.

Applicants who meet the requirement of either [A\) Citizenship status](#) or [B\) Prior study](#) specified in the Australian National University (ANU)'s Policy: English language requirements for admission.

NOTE

The following is a summary of the English language admission requirements for the ANU. The complete Policy can be found here: policies.anu.edu.au/ppl/document/ANUP_000408

The ANU Policy may be updated from time to time. The most up-to-date information for Ritsumeikan University applicants is available on the following Ritsumeikan University website as of the first date of each relevant application period. en.ritsumei.ac.jp/e-ug/apply/howto.html/

A. Citizenship status

Citizens of the following countries who have undertaken secondary and/or tertiary study in English, at a recognized institution, in the national education system (or equivalent) of a Group A country listed below:

Group A Countries:

American Samoa, Australia, Botswana, Canada (excluding Quebec), Fiji, Ghana, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Samoa, Singapore, Solomon Islands, South Africa, Tonga, Trinidad and Tobago, United Kingdom, United States of America, Zambia, Zimbabwe
(These countries are determined by the ANU Academic and Quality Assurance Committee.)

B. Prior study

Presentation of an IB Diploma taught and assessed entirely in English, except for language based courses.

- Applicants who will obtain the IB Diploma (taught and assessed entirely in English) after the application deadline will meet the English language requirement by submitting the IB Predicted Grades during the application period. In this case, applicants must present the original IB Diploma after acceptance to the University. If the applicant does not acquire the Diploma, the offer of admission will be revoked.

For details on other prior study requirements please consult the [ANU Policy](#). For qualifications that require achievement of specified levels, applicants must be able to present their final results/grades by the end of each application period.

7. Application Procedure

[\(1\) Application Overview](#) [\(2\) Ritsu-Mate](#) [\(3\) Application Fee](#) [\(4\) Submission of Application Documents](#)

In order to complete an application, applicants must pay the application fee and submit required documents during the application period. Please consult the [Application Flowchart \(en.ritsumei.ac.jp/e-ug/apply.pdf\)](http://en.ritsumei.ac.jp/e-ug/apply.pdf) for the entire process of the application.

(1) Application Overview

Please check the chart below for the methods and deadlines of each application procedure.

WHAT TO DO	HOW	WHEN		
1. Create Account	Via Ritsu-Mate	By the application deadline ^{*1}		
2. Register Application		7.(2)	From 10:00 AM on the first day of the application period until 11:00 PM on the last day of the application period. ^{*1}	
3. Register International Student Information *Only if applicable				
4. Pay Application Fee ^{*2}		Via Ritsu-Mate or bank transfer		7.(3)
5. Uploading Application Documents		Via Ritsu-Mate		7.(4)
6. Sending Letter(s) of Reference	by E-mail submit@st.ritsumei.ac.jp (must be sent by the referee)	7.(4)		Must be sent during the Application Period
	by Post	7.(4)	Must be postmarked or collected by the courier service by the application deadline	

^{*1} Ritsu-Mate is not available between 7:30 PM on Wednesday and 5:30 AM on Thursday due to weekly system maintenance.

^{*2} Payment by bank transfer must be completed by the application deadline.

IMPORTANT NOTES

- Submission of application documents and payment of Application Fee(s) must be completed by the end of each application deadline. The University will NOT accept applications submitted after the application period.**

(2) Ritsu-Mate

Application documents, except for the Letter(s) of Reference, must be submitted via Ritsu-Mate (Ritsumeikan University Online Application System). To create an account, access Ritsu-Mate and follow the instructions on Ritsu-Mate Manual below.

(3) Application Fee

IMPORTANT NOTES

- ❑ **The University will NOT accept an application, unless we are able to confirm receipt of the Application Fee by the designated application deadline.**
- ❑ The application fee will not be refunded in any circumstances, including overpayment, as it will cover the administrative cost of application processing and eligibility evaluation.

- Application Fee: 5,000 JPY
- Payment can be made via A. Ritsu-Mate or B. yen-denominated wire transfer.

A. Payment via Ritsu-Mate

Fee Amount: **5,500 JPY per program** (Application Fee 5,000 JPY + Transaction Fee 500 JPY)

- Payment Method:**
- a) **Credit card**
 - b) **PayPal**
 - c) **Alipay**
 - d) **Convenience store* (Only in Japan)**

*Convenience store payment is available only for applicants residing in Japan. Applicants must go to the designated convenience store to complete payment after receiving a confirmation number through Ritsu-Mate.

To make the payment by one of the above methods, applicants must visit Ritsu-Mate and proceed from the "Pay Application Fee" section.

B. Yen-denominated wire transfer

Applicants who choose this payment method must submit, along with other application documents, a copy of the bank remittance form or receipt.

a) From a financial institution outside of Japan

Amount to Transfer	Application Fee (5,000 JPY per program) + bank commission (2,500 JPY per payment) • When applying for 1 program: 7,500 JPY • When applying for 2 programs: 12,500 JPY
Type of Transfer	Telegraphic Transfer Remittance
Purpose of Transfer	Application Fee Payment
Contact Information	<i>Name of Applicant</i>
Bank Name	SUMITOMO MITSUI BANKING CORPORATION
Branch Name	Kyoto Branch
Account Name	Ritsumeikan University
Account Number	5408448
Branch Address	8 Naginatabokocho, Shimogyo-ku, Kyoto 6008008 JAPAN
Branch Telephone Number	+81-75-211-4131
SWIFT CODE	SMBCJPJT
Transfer Fees	<i>To be paid by applicant</i>

b) From a financial institution in Japan

Amount to Transfer	5,000 JPY for 1 program
Type of Transfer	Telegraphic Transfer Remittance
Purpose of Transfer	Application Fee Payment
Bank Name	三井住友銀行 (SUMITOMO MITSUI BANKING CORPORATION)
Branch Name	京都支店 (Kyoto Branch)
Account Type	普通 (Futsu/ Savings Account)
Account Number	5408448
Account Name	立命館大学 (リツメイカンダイガク)
Sender's name	<i>Name of Applicant</i>
Transfer Fees	<i>To be paid by the applicant</i>

(4) Submission of Application Documents

<ol style="list-style-type: none"> 1. Application Sheet (with photograph attached) 2. Registration Form 3. Application Essays 4. Documents Proving English Proficiency 5. Evidence of Application Fee Payment *Wire transfer only 6. Photocopy of Passport 7. Awards *Optional ISSE Course 8. University Entrance Eligibility Documents 9. Academic Transcripts 	Upload to Ritsu-Mate
<ol style="list-style-type: none"> 10. Letter(s) of Reference GS Major JD Program CRPS Major GLA: 1 Letter ISSE Course : 2 Letters 	E-mail (directly from referees) or Post

IMPORTANT NOTES

- ❑ **If any false information or forgeries are found in the submitted documents before or after enrollment, application and acceptance into the University will be revoked.**
- ❑ Once accepted into the University, submission of the following documents is required. (See [3. Submitting Enrollment Documents](#) for details.)
 - ◆ Official English Language Test score report
 - ◆ The Original or the Certified True Copy of documents proving applicants' fulfillment of University Entrance Eligibility requirements
 - ◆ The Original or the Certified True Copy(ies) of Academic Transcripts
- ❑ All documents must be written in either English or Japanese. (The Application Essays must be written in English.) For documents that are not written in English or Japanese, an official translation must be submitted along with the Original. Translations certified by an embassy/consulate or an appropriate private office will be accepted.
- ❑ No changes to the application are allowed once uploaded or submitted unless instructed by the University.
- ❑ Documents other than indicated will not be considered as a part of an application.
- ❑ The University will not accept incomplete application documents. When required by the University, applicants must take appropriate action, such as submitting additional documents, by each indicated deadline.
- ❑ Documents that are officially sealed in an envelope by the issuing body should be sent by post directly to the University instead of being uploaded to Ritsu-Mate. The documents must be postmarked or collected by the courier service by the application deadlines.

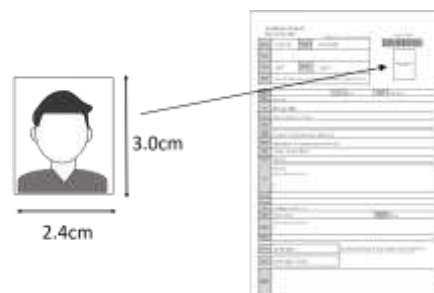
Upload via Ritsu-Mate: Submission of Application Documents

1. Application Sheet (with photograph attached)

- Print out or download from Ritsu-Mate after completing registration and payment of Application Fee.
- Attach a photograph on the photo attachment space.

Photo Specifications

- Must be taken within three months before the application.
- Must be 3 centimeters high by 2.4 centimeters wide.
- Must be in color showing a front view above the chest level with a plain background.
- Must show the entire head, from the top of the hair to the bottom of the chin.
- No cap or hat is allowed.
- Cutouts from personal photos are not acceptable.



2. Registration Form

- Available for download [here: en.ritsumei.ac.jp/e-ug/apply/download/download.html/](http://en.ritsumei.ac.jp/e-ug/apply/download/download.html/)
- Must be typed. Follow the instructions written on Registration Form.

3. Application Essays

- Available for download [here: en.ritsumei.ac.jp/e-ug/apply/download/download.html/](http://en.ritsumei.ac.jp/e-ug/apply/download/download.html/)
- Must be typed in English following the instructions in the "Application Essays" Form.
- Top of the essays are instructed in the "Application Essays" Form.

4. Documents Proving English Language Proficiency

- Check the requirements on [6. \(3\) English Language Proficiency](#)
- Upload one of the following documents.
- The test results will only be considered valid if the test was taken **within the two-year period before the start date of each relevant application period (except Duolingo English Test)** and the test score is available during the application period.

TOEFL iBT® Test	GS Major	JD Program	CRPS Major	ISSE Course	GLA
a) A copy of the Test Taker Score Report (Examinee Score Report) or b) A screenshot of the “View Scores” which can be reached from “My TOEFL iBT Account” on the ETS website. * Request ETS to send an Institutional Score Report (Official Score Report) to the University after being accepted, before the deadline of the “Document Submission 1” period. (Institution Code: 0659)					
IELTS (Academic Module)	GS Major	JD Program	CRPS Major	ISSE Course	GLA
A copy of IELTS (Academic Module) Test Report Form					
IELTS Indicator	GS Major	JD Program	CRPS Major	ISSE Course	
1) A screenshot of IELTS Indicator result and 2) Request the testing organization to send your score online to Ritsumeikan University. The result must be received by the University by the relevant application deadline.					
TOEIC® L&R Test	GS Major		CRPS Major	ISSE Course	
A copy of TOEIC® L&R Test Official Score Certificate					
PTE Academic		JD Program		GLA	
a) A copy of the Test Taker Score Report or b) A screenshot of the “Test Taker Score Report” which can be reached from “My Account” on the PTE Academic website. * Request Pearson to send the Test Taker Score Report to the University after being accepted, before the deadline of the “Document Submission 1” period.					
SAT Reading Test sub-score		JD Program			
a) A copy of the SAT Score Report or b) A screenshot of the “SAT Score Report” on the College Board website * Request College Board to send the official score report to the University after being accepted, before the deadline of the “Document Submission 1” period. (College Code: 5766)					
ACT English Score		JD Program			
A copy of ACT English Student Report * Request ACT to send the official score report to the University after being accepted, before the deadline of the “Document Submission 1” period. (College Code: 1366)					
Cambridge CAE Advanced				GLA	
1) A copy of Confirmation of Entry and Timetable and 2) A copy of Certificate or Statement of Results					
Duolingo English Test	GS Major	JD Program	CRPS Major	ISSE Course	
1) A screenshot of Duolingo English Test score certificate and 2) Send test result online via Duolingo English Test website . Choose “Ritsumeikan University” from the list when choosing the organization. The test result must be received by the University by the relevant application deadline.					
Proof of Score Waiver					
<ul style="list-style-type: none"> • GS Major CRPS Major ISSE Course Evidence that most recent 6 years of formal education before the enrollment date were conducted and instructed only in English (e.g. a letter or a school profile that states the medium of instruction). • JD Program GLA Evidence that the applicant meets the requirements as stated in 6.(3)-B. Score Waiver. 					

5. Evidence of Application Fee Payment *WIRE TRANSFER ONLY

- When paid by bank remittance, upload a scanned copy of the bank remittance form.
- Applicants paying the fee online through Ritsu-Mate do not need to submit evidence.

6. Photocopy of Passport

- Upload a photocopy of the page showing the photo, name and passport number.
- If an applicant does not have a valid passport, submit a photocopy of another official certificate of birth or home country, such as a birth certificate or an official registry.
- If an applicant possesses more than one nationality, submit copies of ALL passports.
- **RELEVANT APPLICANTS ONLY** Non-Japanese applicants who have residence status in Japan at the time of application must submit copies of both sides of their Residence Card (在留カード, Zairyu-Card).

7. Awards *Optional ISSE Course

- Where applicable, an applicant may upload evidence of awards (copies of certificates and contact information for the awarding organizations) received for achievements in mathematics, science, and computer programming.
- Awards in fields other than the 3 aforementioned areas will not be considered.

8. Documents proving applicants' fulfillment of University Entrance Eligibility requirements

- Upload documents as instructed below depending on the University Entrance Eligibility the applicant falls under.
- See [6. \(2\) University Entrance Eligibility](#) for details of each criteria.

Criteria	Documents to upload
A, B, C	<p>Documents that prove completion (or scheduled completion) of a standard 12-year school curriculum (e.g. Certificate of High School Graduation, Certificate of Scheduled High School Graduation, High School Diploma).</p> <p><i>If necessary, a template for 'Certificate of (Scheduled) High School Graduation' can be downloaded here: en.ritsumei.ac.jp/e-ug/form.html</i></p> <ul style="list-style-type: none"> ○ Applicants from countries/regions where, high school graduation certificates are not issued, and the national exam (or equivalent) results serve as a qualification for university entrance and completion of secondary education, must provide the Original certificate(s) of these exam results. Applicants who have not yet taken these exams at the time of application must ask the school to provide a letter which proves scheduled attendance in such exams by detailing the Month and Year of the examination. ○ If an applicant completes a 12-year school curriculum in less than 12 years by grade skipping or early graduation, submit an official document issued by the school explaining the reason for the early completion and details such as the skipped grade and date.
D	<p>Certificate of results of International Baccalaureate, Baccalaureate, Abitur or GCE A-Level.</p> <p>Applicants who will obtain these qualifications after the application deadline must submit the following:</p> <ul style="list-style-type: none"> • IB Full Diploma Candidates: IB Predicted Grades • GCE A-Level Candidates: Predicted GCE A-Level Grades • Abitur/ Baccalaureate Candidates: A letter from school which states the Month and Year of the scheduled attendance in Abitur/ Baccalaureate final examination.
E	<p>Documents that prove completion (or scheduled completion) of a standard high school/senior secondary school curriculum (e.g. Certificate of High School Graduation, Certificate of Scheduled High School Graduation, High School Diploma).</p> <p><i>If necessary, a template for 'Certificate of (Scheduled) High School Graduation' can be downloaded here: en.ritsumei.ac.jp/e-ug/form.html</i></p>
F*	<p>Both of the following:</p> <ol style="list-style-type: none"> 1) Certificate of High School/Senior Secondary School Graduation 2) Certificate of (scheduled) Graduation of Japanese Pre-university Preparatory Course
G	<p>Pass Certificate with grades</p>
H*	<p>Pass Certificate of High School Equivalency Exam (高等学校卒業程度認定試験) / the University Entrance Qualification Exam (大学入学資格検定)</p>
I	<p>Document(s) which prove eligibility for university entrance under the condition stated in 6. (2) University entrance eligibility.</p>

*Not applicable for **JD Program** applicants.

9. Academic Transcripts

Upload Academic Transcripts as instructed below.

- **GS Major** **CRPS Major** **ISSE Course** **GLA**: Academic Transcripts for all grades of high school or senior secondary education.
- **JD Program**: Academic Transcripts for the 4 years of secondary/high school(s) (grades 9, 10, 11 and 12 or equivalent). (e.g., All grades of senior high school and the third year of Junior high school.)
 - ❖ Applicants who have not yet graduated from high school must submit the most recent transcripts available.

WHERE POSSIBLE

- 1) Certificate(s) of results for national university entrance exams such as SAT, ACT, etc. or equivalent (for those countries that hold such exams)
 - ❖ SAT Subject Tests are not accepted.

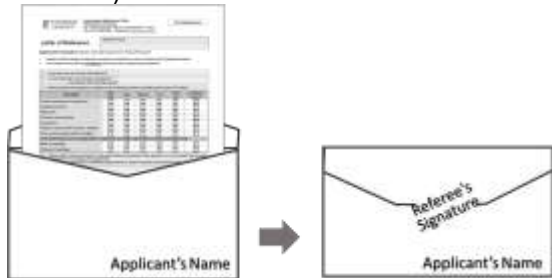
Send by Post or E-mail: Submission of Letter of Reference

10. Letter(s) of Reference

GS Major **JD Program** **CRPS Major** **GLA**: 1 Letter
ISSE Course: 2 Letters

- The letter(s) must be written in English or Japanese by teacher(s)/staff member(s) at applicants' school.
- If the applicant has already graduated from high school and cannot obtain a letter of reference from teacher(s)/staff member(s) of the school, letters from those who know the applicant well, such as supervisor(s) or manager(s) at place of employment may be acceptable.
- The University may contact the referee(s) for confirmation.

Please send the letter(s) by one of the following methods.

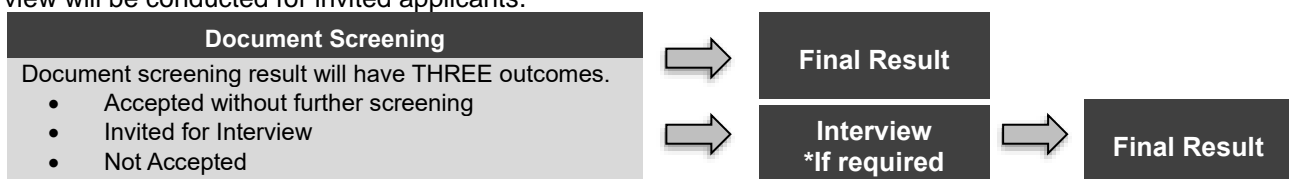
A. E-mail	
<ul style="list-style-type: none"> • The letter(s) must be sent by the referee(s) who wrote it. • E-mail Address to submit the Letter(s) of Reference: submit@st.ritsumeikan.ac.jp 	
B. Post	
<ul style="list-style-type: none"> • The letter(s) must be sealed in an envelope by the referee(s) who wrote it. • The Original must be submitted (photocopies are not allowed). 	
<p>MAILING ADDRESS TO SUBMIT International Admissions Office at Kinugasa Campus Ritsumeikan University 56-1 Tojiin Kitamachi, Kita-ku, Kyoto 603-8577 (or 603-8346), Japan TEL: +81-75-465-8162</p>	
<ul style="list-style-type: none"> • DO NOT USE REGULAR MAIL. To submit from outside Japan, applicants must use traceable EMS or a courier service (DHL, FedEx, OCS, etc.). To submit from Japan, applicants must use registered express mail (簡易書留速達郵便, Kanikakitome Sokutatsu Yubin). 	

8. Screening

(1) Screening Process

GS Major **GLA**

An overall assessment will be made based on document screening alone, or document screening and interview. An interview will be conducted for invited applicants.



JD Program CRPS Major

An overall assessment will be made based on the 1st screening (Document Screening) and 2nd screening (Interview). An Interview will be conducted for applicants shortlisted in the 1st screening.



ISSE Course

The decision on an application will be made based on a review of application documents.



(2) Interview

GS Major JD Program CRPS Major GLA

Interviews will be either a web-based interview or a telephone interview.

Details of the interview, such as the interview method, venue, date, and time, will be determined by the University and notified by E-mail to the applicant one week before the interview.

- Applicants cannot choose the interview method, venue, date or time.
- Applicants do not need to come to Ritsumeikan University for the interview.

IMPORTANT NOTES

- The interview dates may be changed due to unforeseen circumstances.
- The University will not bear any responsibility for the cost incurred due to the change of interview date.
- If any changes are made to the interview arrangements, the University will inform the applicants by phone and/or by E-mail.
- The University will not reschedule interviews for applicants who do not attend the scheduled interview because of illness, accident, or any other reasons.

9. Notification of Results

(1) Notification of Application Number

The Application number will be shown on the Examination Sheet. It is available for download via Ritsu-Mate from 10:00 AM on

- GS Major** **GLA** the previous day of the document screening result notification date /
- JD Program** **CRPS Major** the previous day of the 1st screening result notification date /
- ISSE Course** the previous day of the final result notification date.

Refer to [Ritsu-Mate Manual](#) for further information.

(2) Notification Methods

Applicants will be notified of their results by the following three methods.

1) Website en.ritsume.ac.jp/e-ug/

Application numbers of applicants who are accepted into the University or invited to the interview will be announced on the website above from 10:00 AM on the result notification date for one week.

2) Ritsu-Mate **FINAL RESULT ONLY**

Results can be confirmed from the “Examination Result” button on Ritsu-Mate from 10:00 AM on the result notification date for one week.

GS Major **GLA**

Should the applicant be accepted to the university through only document screening, the result is not indicated on Ritsu-Mate. Applicants should confirm results on the website.

3) Postal Mail

The University notifies the results to each successful applicant by registered mail to addresses in Japan, or by courier to addresses outside Japan. It may take a few days to reach applicants. Applicants should contact the International Admissions Office if they do not receive their result within 7 days.

The University will not send out results to applicants who are not accepted into the university.

IMPORTANT NOTES

- The University will not provide any further information regarding the results.
- If any accidents occur during the mailing process, the University shall not be held responsible for any loss or leakage of personal information.

10. Notes for Applicants

Admissions Support for Applicants with Disabilities or Medical Conditions

If an applicant requires special assistance during the admission process and/or class work after admission due to illness, injury, or physical disability, please contact the International Admissions Office one month prior to the beginning of each application period. In case of delay of contact or depending on content of request, the University might not be able to confirm necessary support measures in advance. People considering an application should contact the International Admissions Office as soon as possible. Information about requests will be shared with relevant sections of the University.

GS Major

Students who receive scores below 520 with TOEFL® ITP test that they take after entering Ritsumeikan University may not be able to take some of the courses required for graduation from the first semester until they achieve 520. They will also have to take intensive English courses in order to improve their English until they achieve 520.

JD Program

- (1) In order to attend American University (AU), all students must have a minimum score of 85 or higher for TOEFL iBT® (scores for each section of the TOEFL® should be 20 or higher), Overall Band-score 6.5 or higher for IELTS (scores for each component of the IELTS should be 6.0 or higher), 60 or higher for PTE Academic, SAT Reading sub-score of 30 or higher or ACT English Score of 25 or higher. A student who does not meet this requirement by the end of their 1st academic year will not be allowed to take courses at AU from the fall semester of their 2nd year, and their graduation will be delayed. In that case, upon the student's request and the College's approval, the student may be allowed to transfer to Department of International Relations at Ritsumeikan University. (Tests must have been taken within the last two years prior to May 1 of the 2nd academic year.)
- (2) Students of JD Program are restricted from taking some courses, such as Teacher-Training courses, foreign language courses other than Japanese language courses, or courses offered by other colleges at Ritsumeikan University because of the JD Program curriculum and the program structure. Furthermore, students will not earn credit from any other study abroad programs. When students apply for a leave of absence, they may only apply for units of one year (two semesters), not one semester.
- (3) Students who begin their studies at Ritsumeikan University (RU Home Students) will need to be able to submit CFIS in order to meet visa requirements to enter the United States and enroll AU. As of the 2020-2021 AU academic year, the amount they must be able to certify is 70,231USD. This amount is subject to increase each year based on the associated costs (such as tuition, mandatory fees, cost of living, etc.).

ISSE Course

In order for the applicants to better understand Information System Science and Engineering, in addition to completing basic Algebra subjects, taking at least one subject of Physics, Chemistry, Biology, and Computer Science is recommended. However please note that this will not affect the application procedure and the University Entrance Eligibility.

GLA

- (1) To be eligible to take the Australian Nationality University (ANU) courses, students must meet standards for academic ability. Hurdle requirement is assessed only one time at the end of the semester when students have undertaken courses and received grades for a total 32 Ritsumeikan University (RU) credits. Withdrawn grades are not included in this calculation. Students who fail to meet the standards cannot continue coursework in the dual degree program and are not eligible to earn an ANU Bachelor of Asia-Pacific Affairs degree. Students in this situation work to graduate by completing their second and subsequent years of study in the Single Degree Track, which consists of RU courses only. They are awarded a bachelor's degree from RU in Global Liberal Arts.
- (2) In following the tradition of liberal arts education, the College of Global Liberal Arts (GLA) strongly encourages students to live in the university dormitory, OIC Global house (OIC G-House). This would provide them with an educational environment that encourages ongoing learning outside the classroom and library. The duration of stay at OIC G-House will be until when students leave to study at ANU. After returning to RU, the university will introduce students to resources to help them find housing on their own.
- (3) GLA provides pre-admission orientation sessions to students accepted on the dual degree program for the following purpose; facilitate the students' transition into the program through actual learning experiences. As the GLA curriculum covers diverse disciplines across humanities and sciences, students can customize the academic experience according to their own purposes. In order to prepare for such a new learning environment, students are provided with information on the GLA curriculum and courses. The orientation also helps students to become familiar with how to take a longer-term perspective in planning their registration for courses over the next four years.
*Further details regarding the pre-admission orientation sessions will be provided to successful applicants.

Enrollment Procedures

1. [Important Dates](#)
 2. [Payment of Enrollment Procedure Fees](#)
 3. [Submitting Enrollment Documents](#)
 4. [Common Application Registration \(JD Program only\)](#)
- Enrollment Procedures consist of paying enrollment procedure fees (Admission Fee and Tuition Fee(s)) and submitting the required enrollment documents that will be sent to successful applicants around 2-4 months before the enrollment date.
 - These procedures must be completed within the designated time periods.
 - Further information will be instructed to successful applicants with notification of the application results by E-mail.

IMPORTANT NOTES

- ❑ **If applicants do not complete the procedures by the final date of each period, enrollment into the University will be cancelled.**

1. Important Dates

Payment 1	Payment of Admission Fee
Payment 2	Payment of Tuition Fee(s) and Miscellaneous Membership Fees
Document Submission 1	<ul style="list-style-type: none"> • Official English Language Test score report • The Original or the Certified True Copy(ies) of Academic Transcripts
Document Submission 2	<ul style="list-style-type: none"> • Original or the Certified True Copy of documents proving applicants' fulfillment of University Entrance Eligibility requirements • Other Enrollment Documents

GS Major

Enrollment	Period	Final Result Date	Payment 1	Payment 2	Document Submission 1	Document Submission 2
April 2021	1	2020/11/5 Thu.	2020/11/6 Fri. - 2020/11/19 Thu.	2020/11/20 Fri. - 2020/12/3 Thu.	2020/12/11 Fri. - 2021/1/7 Thu.	2021/3/8 Mon. - 2021/3/17 Wed.
		2020/12/10 Thu.	2020/12/11 Fri. - 2021/1/7 Thu.	2021/1/8 Fri. - 2021/1/14 Thu.		
September 2021	1	2021/2/25 Thu.	2021/3/5 Fri. - 2021/3/18 Thu.	2021/3/19 Fri. - 2021/4/1 Thu.	2021/4/2 Fri. - 2021/4/29 Thu.	2021/8/24 Tue. - 2021/9/6 Mon.
		2021/4/1 Thu.	2021/4/2 Fri. - 2021/4/22 Thu.	2021/4/23 Fri. - 2021/4/29 Thu.		
	2	2021/4/22 Thu.	2021/5/1 Sat. - 2021/5/13 Thu.	2021/5/14 Fri. - 2021/5/28 Fri.	2021/5/28 Fri. - 2021/6/10 Thu.	
		2021/5/27 Thu.	2021/5/28 Fri. - 2021/6/10 Thu.	2021/6/11 Fri. - 2021/6/25 Fri.		

JD Program

Enrollment	Payment 1	Payment 2	Document Submission 1	Document Submission 2
April 2021	2020/12/11 Fri. - 2021/1/7 Thu.	2021/1/8 Fri. - 2021/1/14 Thu.	2020/12/11 Fri. - 2021/1/7 Thu.	2021/3/8 Mon. - 2021/3/17 Wed.

CRPS Major

Enrollment	Period	Payment 1	Payment 2	Document Submission 1	Document Submission 2
September 2021	1	2021/4/2 Fri. - 2021/4/22 Thu.	2021/4/23 Fri. - 2021/4/29 Thu.	2021/4/2 Fri. - 2021/4/29 Thu.	2021/8/24 Tue. - 2021/9/6 Mon.
	2	2021/5/28 Fri. - 2021/6/10 Thu.	2021/6/11 Fri. - 2021/6/25 Fri.	2021/5/28 Fri. - 2021/6/10 Thu.	

ISSE Course

Enrollment	Period	Payment 1	Payment 2	Document Submission 1	Document Submission 2
April 2021	2	2020/11/6 Fri. - 2020/11/19 Thu.	2020/11/20 Fri. - 2020/12/3 Thu.	2020/11/20 Fri. - 2020/12/3 Thu.	2021/3/8 Mon. - 2021/3/17 Wed.
	3	2020/12/11 Fri. - 2021/1/7 Thu.	2021/1/8 Fri. - 2021/1/14 Thu.	2020/12/11 Fri. - 2021/1/7 Thu.	

GLA

Enrollment	Period	Final Result Date	Payment 1	Payment 2	Document Submission 1	Document Submission 2
April 2021	1	2020/8/6 Thu.	2020/8/7 Fri. - 2020/8/27 Thu.	2020/10/2 Fri. - 2020/10/22 Thu.	2020/11/20 Fri. - 2020/12/3 Thu.	2021/3/8 Mon. - 2021/3/17 Wed.
		2020/9/10 Thu.	2020/9/11 Fri. - 2020/10/1 Thu.	2020/10/2 Fri. - 2020/10/22 Thu.		
	2	2020/11/12 Thu.	2020/11/13 Fri. - 2020/11/26 Thu.	2020/11/27 Fri. - 2020/12/3 Thu.	2020/12/11 Fri. - 2021/1/7 Thu.	
		2020/12/10 Thu.	2020/12/11 Fri. - 2021/1/7 Thu.	2021/1/8 Fri. - 2021/1/14 Thu.		
September 2021	1	2020/12/10 Thu.	2020/12/11 Fri. - 2021/1/7 Thu.	2021/1/22 Fri. - 2021/2/11 Thu.	2021/4/2 Fri. - 2021/4/29 Thu.	2021/8/24 Tue. - 2021/9/6 Mon.
		2021/1/21 Thu.	2021/1/22 Fri. - 2021/2/11 Thu.	2021/2/12 Fri. - 2021/3/4 Thu.		
	2	2021/3/4 Thu.	2021/3/5 Fri. - 2021/3/18 Thu.	2021/3/19 Fri. - 2021/4/1 Thu.		
		2021/4/1 Thu.	2021/4/2 Fri. - 2021/4/22 Thu.	2021/4/23 Fri. - 2021/4/29 Thu.		
	3	2021/4/30 Fri.	2021/5/1 Sat. - 2021/5/13 Thu.	2021/5/14 Fri. - 2021/5/28 Fri.	2021/5/28 Fri. - 2021/6/10 Thu.	
		2021/5/27 Thu.	2021/5/28 Fri. - 2021/6/10 Thu.	2021/6/11 Fri. - 2021/6/25 Fri.		

2. Payment of Enrollment Procedure Fees

(1) Payment Steps

Payment 1: Admission Fee

- The Admission Fee must be paid during the period for Payment 1.
- Please note that once it has been received, the Admission Fee cannot be refunded in any circumstances.
- If successful applicants wish to pay the 'Admission Fee', 'Tuition Fee(s) and Miscellaneous Membership Fees' together, the payment must be completed during the period for Payment 1.

Payment 2: Tuition Fee(s) and Miscellaneous Membership Fees

- The Tuition Fee(s) must be paid during the period for Payment 2.
- Miscellaneous Membership Fees for 2021 are collected at the same time.

(2) Payment Options

To make payment of Tuition Fee(s) and Miscellaneous Membership Fees, following payment methods are available.

April Enrollment
Option A) Pay Full Amount at Once Pay Admission Fee and Tuition Fees for first and second semesters all together during the period of Payment 1.
Option B-a) Pay in 2 Installments 1) Pay Admission Fee and Tuition Fee for first semester together during the period of Payment 1. 2) Pay Tuition Fee for second semester by November 30, 2021.
Option B-b) Pay in 2 Installments 1) Pay Admission Fee during the period of Payment 1. 2) Pay Tuition Fees for first and second semesters together during the period of Payment 2.
Option C) Pay in 3 Installments 1) Pay Admission Fee during the period of Payment 1. 2) Pay Tuition Fee for first semester during the period of Payment 2. 3) Pay Tuition Fee for second semester by November 30, 2021.

September Enrollment	
Option A) Pay Full Amount at Once	Pay Admission Fee and Tuition Fee for first semester during the period of Payment 1.
Option B) Pay in 2 Installments	<ol style="list-style-type: none"> 1) Pay Admission Fee during the period of Payment 1 2) Pay Tuition Fee for first semester during the period of Payment 2

(3) Refund of Tuition Fee(s) When a Student Cancels Enrollment

If a successful applicant cancels enrollment by March 31, 2021 for April 2021 Enrollment / September 25, 2021 for September 2021 Enrollment by submitting the designated form “Cancellation of Enrollment and Request for Refund of Fees Paid at Enrollment (Excluding Admission Fee)”, Tuition Fee(s) and Membership Fees will be refunded to the applicant.

- The Admission Fee will not be refunded in any circumstances.
- No claims for refund will be accepted on or after April 1, 2021 for April 2021 Enrollment / September 26, 2021 for September 2021 Enrollment.
- For a copy of the designated form, contact the International Admissions Office at ru-iadm@st.ritsumei.ac.jp

3. Submitting Enrollment Documents

Certain enrollment documents must be submitted online (via Ritsu-Mate) while other documents must be submitted by post. Refer to details in the “After Admission” webpage for successful applicants.

- Successful applicants living outside Japan must use traceable EMS or a courier service (DHL, FedEx, OCS, etc.) to submit Enrollment Documents.
- Successful applicants living in Japan must use registered express mail (簡易書留速達郵便, Kanikakitome Sokutatsu Yubin) to submit Enrollment Documents.
- The package containing the Enrollment Documents **must be postmarked or collected by the courier service by designated deadlines.**
- Certain documents such as TOEFL® Score Reports, SAT and ACT scores must be sent directly to the University from the official body. Ritsumeikan University’s Institution Codes are as follows:
 - TOEFL®: 0659
 - SAT: 5766
 - ACT: 1366

4. Common Application Registration (**JD Program** only)

Common Application (Common App) is an online application system used by over 800 universities in the U.S., including American University (AU). Those who pass this admission will be enrolled in both AU and Ritsumeikan University.

After acceptance to the university, Common App registration is required. Those who do not complete the registration will not be allowed to take any courses at AU. The period of registration is shown as below and further details on how to register will be notified to the successful applicants at the time of result notification.

Common Application Registration Period: 2020/12/11 Fri. - 2021/1/7 Thu.

Furthermore, successful applicants will be asked to create an account for AU portal site and create an E-mail address to be used at AU. Also, successful applicants will be asked for their intention to enroll to AU through the AU portal site. For further details, please check the information E-mail which will be sent out by AU.

Admission Fee, Tuition Fees, and Other Membership Fees

1. University Fees and Other Fees for Students Enrolling in 2021

(1) Admission Fee and Tuition Fees

(Unit: JPY)

Program	Enrollment	First year				Second year and beyond	
		Admission Fee	Tuition for Spring Semester	Tuition for Fall Semester	Total	Tuition Per Semester	Total
GS Major	April	200,000	631,900	631,900	1,463,800	631,900	1,263,800
	September		-	631,900	831,900		
JD Program	April		631,900	631,900	1,463,800	See below	
CRPS Major	September		-	582,900	782,900	582,900	1,165,800
ISSE Course	April		783,100	783,100	1,766,200	783,100	1,566,200
GLA	April		1,150,000	1,150,000	2,500,000	1,150,000	2,300,000
	September		-	1,150,000	1,350,000		

NOTE

- Spring Semester: April to September / Fall Semester: September to March
- The Admission Fee is only paid in the first year.
- Separate fees may be charged if a student takes certain courses.
- Changes to Tuition Fees may be proposed when social factors, such as rapid inflation, have a significant impact on the University.
- Payment of the Miscellaneous Membership Fees detailed in [\(2\) Miscellaneous Membership Fees](#) is carried out at the same time as payment of Tuition Fee(s).

JD Program Tuition Fees and Miscellaneous Fees

❖ Fees for study at Ritsumeikan University (RU)

Students of this program will study their first year, the spring semester of their second year, and the fall semester of their fourth year at RU. Students will pay tuition fees to RU during this period. The fees below are tuition fees for the second year and beyond for the study at RU.

Tuition Fee (per semester): 631,900 JPY (per year): 1,263,800 JPY

❖ Fees for study at American University (AU)

Students of this program will be attending AU for 4 semesters from the fall semester of their second year to the spring semester of their fourth year. Students will pay tuition and other fees to AU during this period. The fees below are tuition and other fees for the 2020-2021 academic year at AU. The fees will change at AU every academic year.

School of International Service Tuition Fee (Unit: USD)

Tuition Fee (per semester)	Total	
Full-Time (12-17.5 credit hours)	25,271	50,542
Full-Time (18 credit hours)	26,955	53,910

School of International Service Miscellaneous Fees (Undergraduate Students Full-Time, per semester) (Unit: USD)

Sports Center Fee	Undergraduate Activity Fee	Student Technology Fee	Metro U-Pass	Total
65	88.50	120	136	409.50

NOTE

- For AU tuition fees, 1,684 USD per additional credit is incurred over 18 credit hours (Tuition 2020-2021).
 - The above fees are for the 2020-2021 academic year at AU. The tuition and fees are expected to increase 5-7% annually. Therefore, the fees may be more than the price listed in this handbook by the time students study at AU in their second year.
 - In addition to the tuition and fees, students who stay at AU's dormitories will need to spend about 5,048 USD (Double Occupancy) for a dormitory and about 1,588 USD for a meal plan (100 Block Plan) per semester, depending on their dormitories and meal plans. Also, all the fees are subject to change.
- Please see www.american.edu/finance/studentaccounts/tuition-and-fees-information.cfm for more information.

GLA

- In taking the Dual Degree Program, tuition fees of the Australian National University (ANU) shall not be charged separately. However, travel expenses, dormitory fees, and living expenses, etc. in relation to taking the courses offered in Japan and Australia shall be paid by students.
- When students study at ANU, they must pay "the Student Services and Amenities Fee" directly to ANU (308 AUD in 2020).

(2) Miscellaneous Membership Fees

The University collects fees on behalf of the various groups detailed in the table below. These Membership Fees are collected at the same time as Tuition Fee(s).

(Unit: JPY)

Program	Enrollment	Student Government Board		Academic Association	Parents Association of Student Education Assistance		Total
		Registration Fee	Annual Membership Fee	Membership Fee	Registration Fee	Annual Membership Fee	
GS Major	April	3,000	5,000	4,000/Semester 8,000/Year	5,000	10,000	31,000
	September	3,000	5,000	4,000/Semester	5,000	10,000	27,000
JD Program	April	3,000	5,000	4,000/Semester 8,000/Year	5,000	10,000	31,000
CRPS Major	September	3,000	5,000	4,000/Semester	5,000	10,000	27,000
ISSE Course	April	3,000	5,000	N/A	5,000	10,000	23,000
GLA	April	3,000	5,000		5,000	10,000	23,000
	September	3,000	5,000		5,000	10,000	23,000

NOTE

- Registration Fees for the Student Government Board and Parents Association of Student Education Assistance are only collected in the first year.
- Membership Fees for the Student Government Board and Parents Association of Student Education Assistance can only be paid in one payment.

GS Major**JD Program****CRPS Major**

April Enrollment Membership Fees for the Academic Association is collected per semester (4,000 JPY per semester), however, annual fee of 8,000 JPY is collected when Tuition Fees are paid for both Spring Semester and Fall Semester at once.

September Enrollment Membership fees for the Academic Association is collected per semester (4,000 JPY per semester), however, annual fee of 8,000 JPY is collected if, after enrollment, the student chooses to pay Tuition Fees for 2 semesters (e.g. the 2nd semester & the 3rd semester) at once.

JD Program

While studying at AU, students don't have to pay Membership Fees for the Student Government Board and Academic Association but must pay the Membership Fees for the Parents Association of Student Education Assistance.

GLA

While studying at ANU, students don't have to pay Membership Fees for the Student Government Board but must pay the Membership Fees for the Parents Association of Student Education Assistance.

(3) Payment Amount for Each Step of the Enrollment Procedures

First year fees for **April** 2021 enrollees

(Unit: JPY)

Program	Enrollment	Payment 1	Payment 2		
			(a)Paying Fees in Full Tuition Fee for Spring & Fall Semester	(b)Paying in 2 Installments Tuition Fees for Spring Semester	(Only if paying in installments) Amount to Be Paid in the 2nd Semester
GS Major	April	200,000	1,294,800	658,900	635,900
JD Program			1,294,800	658,900	635,900
ISSE Course			1,589,200	806,100	783,100
GLA			2,323,000	1,173,000	1,150,000

First year fees for **September** 2021 enrollees

(Unit: JPY)

Program	Enrollment	Payment 1	Payment 2
GS Major	September	200,000	658,900
CRPS Major			609,900
GLA			1,173,000

* See [2. \(2\) Payment Options](#) for details on payment options

NOTE for April Enrollees

If a student chooses to pay in installments, the University will send information to the student about paying the second installment in October. The payment deadline for the second installment is November 30, 2021. If financial institutions are closed on November 30, the payment deadline will be the next business day.

2. Student Government Board, Parents Association of Student Education Assistance and Academic Association

(1) Student Government Board

The Ritsumeikan University Student Government Board is a self-governed organization made up of Ritsumeikan University students with the aim of contributing to the improvement and expansion of both academic and extra-curricular activities as well as the development of the academy as a whole. The Student Government Board is involved in conducting scholastic, athletic, and volunteer extracurricular activities, such as welcome events for new students and the yearly school festival, as well as contributing to the improvement of the overall learning environment and convenience of student life. These activities are conducted using various grants and subsidies from the university as well as membership dues.

(2) Parents Association of Student Education Assistance

The Parents Association of Student Education Assistance strives to support educational activities and increase communication between students and parents in accordance with the educational policies of Ritsumeikan University while also promoting friendship between its members. This includes supporting student life through social activities and scholarships as well as conducting activities to support students in their search for post-graduate employment.

(3) Academic Association

GS Major **JD Program** **CRPS Major**

The Academic Association of the College of International Relations/the College of Policy Science is made up of undergraduate students, graduate students, and faculty members for the purpose of furthering academic research and presenting its results. The association edits and publishes association journals, hosts conferences and lectures, and organizes surveys and field trips using membership dues and other income such as donations.

Status of Residence in Japan and Procedures to Enter Japan (For International Students ONLY)

1. Status of Residence of International Students

In principle, individuals without Japanese nationality or a valid status of residence in Japan must acquire the status of residence "Student" in order to enter Japan as a university student.

- ❖ International students at Ritsumeikan University are, in many cases, required to possess the status of residence "Student" in order to apply for scholarships.

2. COE and Obtaining a Student Visa

In order to acquire the status of residence "Student", individuals without Japanese nationality must show a "Student" visa at the immigration control when entering Japan. A "Student" visa will be issued at a Japanese embassy or consulate in the country or region of residence.

To apply for a "Student" visa, students will need to submit a "Certificate of Eligibility (COE)". The COE can only be issued by the immigration bureau in Japan when the proxy in Japan, such as the university students intend to enroll at, makes an application on behalf.

The University will apply for the COE on behalf of the successful applicants from outside Japan only when we judge that a COE is necessary for them and that they meet all the following requirements.

- (1) Applicant is currently living outside of Japan and requires a COE to obtain a "Student" visa.
- (2) Applicant has paid the Admission Fee, Tuition Fee(s), and other required fees by the stipulated deadline.
- (3) Applicant has submitted all the required documents by the stipulated deadline and can prove that they have sufficient finances available to cover their period of study.

Before applying for the COE on behalf of the successful applicants, the University must confirm the applicant's intent to enroll. The University considers payment of all required Enrollment Procedures Fees by the successful applicants to be a confirmation of their intent to enroll.

More information about the procedures relating to acquiring a status of residence in Japan will be provided in the After-Admission webpage.

NOTE

- Those with Japanese nationality and those living in Japan who possess a valid Japanese Residence Card with a valid Residence Status do not need to apply for a Certificate of Eligibility (COE).
- The university will not provide support for students who intend to apply for visa types other than the "Student" visa.
- The university will not provide support to persons who intend to change their Residence Status from something else to "Student".
- **For those in Japan on a "Short-Term Stay" travel visa:** The Immigration Bureau does not accept applications to change a person's Residence Status from "Short-Term Stay" to "Student" while they are in Japan.

Scholarships

*Following Scholarships may be subject to change.

1. Ritsumeikan University Tuition Reduction Scholarship for International Students

This scholarship is only for students who possess the status of residence “Student” by the time of enrollment and who need financial support to pursue their study at the University. A tuition reduction of at least 20% is awarded, with 50% and 100% offered to the most outstanding applicants. The recipients and amount of the tuition reduction will be determined based on the applicants’ screening results.

- Students can apply for the second year and beyond based on the academic performance of the previous year.
- **JD Program** This scholarship will be applicable for the period when taking courses and paying Tuition Fees at Ritsumeikan University.
- Information on other scholarships is also available on the website: en.ritsumei.ac.jp/e-ug/

Type	Reduction	Period
Undergraduate I	100% of Tuition	One Year
Undergraduate II	50% of Tuition	
Undergraduate III	20% of Tuition	

2. Other Scholarships Offered While Studying at AU/ANU

JD Program

Tuition Reduction and Scholarships for JD Program RU Home Students

- At American University (AU), all students have the chance to get a 30% tuition reduction depending on their GPA level.
- Ritsumeikan University (RU) will offer Ritsumeikan Sakura Honors Tuition Stipend (750,000 JPY / semester) to the top three students who have the highest scores in admission screenings and fulfill the academic requirements after starting the Joint Degree Program.
- The Ritsumeikan University Study Abroad Challenge Scholarship (500,000 JPY / semester) will be offered to other students who meet the conditions, achieve the required academic scores at RU, and apply for the scholarship.
- The Stipend or Scholarship will be paid for a maximum of two years (4 semesters) during their study in AU.
- The Sakura Honors Tuition Stipend and RU Study Abroad Challenge Scholarship cannot be provided in combination.

GLA

Scholarships for GLA Students

- The College of Global Liberal Arts offers two scholarships to all the GLA students who study at the Australian National University (ANU) in the dual degree program: The College of Global Liberal Arts Scholarship for Study Abroad (JPY 700,000); and the Ritsumeikan University Study Abroad Challenge Scholarship (JPY 300,000).
- Although students can receive both at the same time, they may not be paid in combination with other scholarships specified in university policies.

Personal Information Policy

Personal information collected from individuals during the admissions process will be handled in accordance with the following.

1. Purpose of Use of Personal Information

- (1) To carry out the admissions process, such as screening, mailing interview information sheets, holding interviews, etc.
- (2) To notify results
- (3) To send enrollment-related documents
- (4) To make documents relating to the Certificate of Eligibility
- (5) To send information regarding orientation sessions for international students
- (6) To send information regarding student life, such as housing, insurance, National Federation of University Co-operative Associations, etc.
- (7) To send various questionnaires after admission
- (8) To manage student records after their enrollment

2. Management of Personal Information

Ritsumeikan University will manage the personal information of applicants in compliance with relevant Japanese laws and regulations. Information will be managed securely to prevent loss, destruction or divulgence.

3. Outsourcing Services Associated with the Provision of Personal Data

Ritsumeikan University may outsource certain work that includes the handling of personal data to a third-party entity having executed an agreement on the proper handling of personal information.

4. Statistical Use of Personal Information

Ritsumeikan University may use data extracted from applicants' personal information to conduct various statistical analyses to be used for surveys and research relating to the admission process. This data may also be provided to students interested in applying to Ritsumeikan University. However, the University shall ensure that any information made public cannot be used to identify specific individuals.