R RITSUMEIKAN UNIVERSITY

Application Handbook
2025 Enrollment AO Admissions (English Basis)
Publish Date: November 2023

■ **JD Program**   American University-Ritsumeikan University Joint Degree Program, College of International Relations

■ **ISSE Course**   Information Systems Science and Engineering Course, Department of Information Science and Engineering, College of Information Science and Engineering

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IMPORTANT NOTES

❑ If the University determines that it is difficult to carry out admissions as stated in this Application Handbook due to unforeseen circumstances, 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 contact applicants through the online application system and/or E-mail. It is the applicant's responsibility to regularly check E-mail communication and the online application system, and respond in a timely manner.**

❑ All times in this Application Handbook indicate Japan Standard Time (UTC+09).

Admissions Guidelines

1. Admissions Policies

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 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.

2. Target of This Admission Method

JD Program

The American University-Ritsumeikan University Joint Degree Program aims to foster students who are able to appropriately understand a wide range of issues in global international society from a perspective of Global International Relations Studies and contribute to 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 an international perspective in various fields such as government, economics, and culture in the future.

In this JD Program, Ritsumeikan University's College of International Relations and American University's 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.

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 Course, with an aim to acquire leadership skills to play key roles in a 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.

3. Number of Students Accepted

Program	April 2025 Enrollment
JD Program	5
ISSE Course	24

NOTE

- Numbers indicated are total places available for all application periods for 2025 enrollment through the admission method "AO Admissions (English Basis)". The schedule of other application periods will be announced in May 2024.
- 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 Periods and Other Key Dates

JD Program

Enrollment	Period	Application Period	1st Screening Result	Interview (if shortlisted)	Final Result
April 2025	1	2024/2/14 Wed - 2024/3/5 Tue	2024/4/18 Thu	2024/5/4 Sat, 2024/5/5 Sun	2024/5/23 Thu

ISSE Course

Enrollment	Period	Application Period	1st Screening Result	Interview (if shortlisted)	Final Result
April 2025	1	2024/2/14 Wed - 2024/3/5 Tue	2024/4/25 Thu	2024/5/11 Sat, 2024/5/12 Sun	2024/5/23 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 other English-medium undergraduate programs offered at Ritsumeikan University during the same application period, applicants must upload application documents and pay the application fee for each program. Applicants do not need to prepare different letters of reference for each program as one can be used for all applications.

ISSE Course Applicants must prepare an additional letter of reference when applying to the ISSE Course, as the ISSE Course requires two letters of reference, while other programs only require one.

(2) Applying in more than one application period

There are multiple application periods set via this admission method and applicants can apply in more than one application period. In this case, applicants must upload application documents and pay the application fee for each application period.

6. Application Eligibility

Applicants MUST fulfill the following two requirements:　(1) University Entrance Eligibility and (2) English Language Proficiency.

(1) 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***

- 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, NEASC, CIS or ACSI)

- 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, Kazakhstan, Myanmar, Peru, Russia, Sudan, Ukraine, 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 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.
- The following do not meet **JD Program** application eligibility requirements:
  ❖ Criteria F and H.
  ❖ Completion of an upper secondary course in a specialized training college (専修学校の高等課程).

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 an inquiry.

(2) English Language Proficiency

(2)-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 last date of the application period** that the applicant applies in and the test score must be available during the application period.

	JD Program	ISSE Course
TOEFL iBT® Test	85 with 20 in each section	71
	• The University does not accept the TOEFL iBT® Home Edition. • The University only accepts TOEFL iBT® scores from a single test date, not MyBest® scores.	
IELTS Academic Module	6.5 with 6.0 in each component	5.5
	• The University does not accept IELTS Online or IELTS Indicator.	
TOEIC® L&R Test	-	730
PTE Academic	60	-
Cambridge B2 First	176 with 169 in all sub-skills	-
Cambridge C1 Advanced	176 with 169 in all sub-skills	-
Cambridge C2 Proficiency	176 with 169 in all sub-skills	-
SAT Reading Test sub-score	30	-
ACT English Score	25	-
Duolingo English Test	120 with 110 in each sub-score	95

• The University does not accept institutional tests such as the TOEIC® IP Test.

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

(2)-B. Score Waiver

Submission of English test scores listed above is not required of applicants who meet the waiver criteria stated below. For details on documents to be submitted instead of the English test scores, please consult 7.(3) Submission of Application Documents.

JD Program

Applicants with educational backgrounds as stated in a) or b) below.

a) Four years of study (grades 9, 10, 11, and 12 or equivalent) in U.S. regionally-accredited or IB, CXC or UK curricula (inside or outside the U.S.), where English is the only medium of instruction AND no ESL courses have been taken.
b) Four years of study (grades 9, 10, 11 and 12 or equivalent) in selected English-speaking countries or in the educational systems of these countries (regardless of location) where English is the only medium of instruction AND no ESL courses have been taken.
   English speaking countries include:
   U.S., UK and Ireland, Scotland, Wales, Australia, New Zealand, Canada (except Quebec), Singapore, Ghana, Kenya, Liberia, Nigeria, South Africa, Zambia, Zimbabwe, and these countries in the Caribbean (Anguilla, Antigua & Barbuda, Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, Saint Helena, Saint Kitts & Nevis, Saint Lucia, Saint Vincent & Grenadines, Trinidad & Tobago, Turks & Caicos Islands, U.S. Virgin Islands)

ISSE Course

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

7. Application Procedure

(1) Application Overview

To complete an application, applicants must submit required documents and pay the application fee during the application period. Please check the chart below for the methods and deadlines of each application procedure.

WHAT TO DO	WHEN
Create account on the online application system "TAO"	By the application deadline
Register application and upload documents	From **10:00 AM** on the first day of the application period until **11:00 PM** on the last day of the application period
Request and submit letter(s) of reference	
Pay application fee	

IMPORTANT NOTES

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

(2) Online Application System "The Admissions Office (TAO)"

Applications must be submitted via the online application system "TAO". To create an account, access admissions-office.net/en/portal. Applicants must first create an account on TAO. After creating a TAO account, select Ritsumeikan University and the program to process the application.

- Once completing an application, applicants must click the "**Complete my application**" button and confirm the application status has changed to "**Application Completed**".
- By creating an account on TAO, applicants agree to the terms of use and handling of personal information designated by TAO Co.,Ltd.

(3) Submission of Application Documents

Applicants must fill in the necessary information and submit the required documents online through TAO unless otherwise indicated. The information and documents include, but are not limited to, the following items. **See the instructions in the following pages before uploading.**

	Application Documents	Original Required after Acceptance[1]
Required for all applicants	Photocopy of Passport	
	Documents Proving University Entrance Eligibility	✓
	Academic Transcripts	✓
	Documents Proving English Language Proficiency	✓
	Application Essays	
	ID Photograph	
	Letter(s) of Reference	
Required for relevant applicants	Photocopy of Residence Card	
Optional	Standardized Tests / National University Entrance Exams	✓
	Awards *ISSE Course applicants only	✓

[1] Once accepted to the University, applicants must submit the following documents by post.

- The original or the certified true copy of documents proving university entrance eligibility
- The original or the certified true copy of academic transcripts
- Documents proving English language proficiency
- Standardized tests / national university entrance exams
- Awards *ISSE Course applicants only

In principle, applicants who only have soft copies of the above documents at the time of application must obtain original hard copies to be sent to the University after acceptance. For details, see 3. Submitting Enrollment Documents.

IMPORTANT NOTES

- ❑ The University may contact the issuing bodies, such as educational institutions (e.g., high schools), government, exam boards, and test providers to confirm credibility of submitted documents.

- ❑ The University may require submission of original documents at the time of application.

- ❑ All documents must be written in either English or Japanese. For documents that are not written in English or Japanese, **an official translation must be submitted along with the original**. Academic transcripts that are not written in English or Japanese must be translated into English. Translations certified by an embassy/consulate or an appropriate private office will be accepted. If the translation is to be done by a private

company, etc., the translation should clearly indicate the agency and be signed or stamped by the translator.

❑ No changes to the application are allowed once submitted unless instructed by the University.

❑ Documents other than those indicated will not be considered 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.

Photocopy of Passport

Upload a photocopy of the page showing the photo, name, and passport number.
- If an applicant possesses more than one nationality, submit copies of ALL passports.
- If an applicant does not have a valid passport, submit a photocopy of another official certificate, such as a birth certificate or an official registry.

Documents Proving University Entrance Eligibility

Upload documents as instructed below depending on the university entrance eligibility criteria the applicant falls under.
- See 6. (1) University Entrance Eligibility for details of each criterion.
- The documents must include a school stamp or school official's signature. Official digital documents issued by either educational institutions (e.g., high schools), governments, exam boards, or test providers are also acceptable.

Criteria	Documents to upload
A, B, C	**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)** *If necessary, a template for 'Certificate of (Scheduled) High School Graduation' can be downloaded here: en.ritsumei.ac.jp/e-ug/form.html* o 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. o 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	**Diploma and certificate of results of International Baccalaureate or Baccalaureate.** **Certificate of results of Abitur or GCE A-Level.** Applicants who will obtain these qualifications after the application deadline must submit the following: • IB Full Diploma Candidates: IB Predicted Grades • GCE A-Level Candidates: Predicted GCE A-Level Grades • Abitur/ Baccalaureate Candidates: A letter from the school which states the month and year of the scheduled attendance in the Abitur/ Baccalaureate final examination
E	**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)** *If necessary, a template for 'Certificate of (Scheduled) High School Graduation' can be downloaded here: en.ritsumei.ac.jp/e-ug/form.html*
F*	Both of the following: **1) Certificate of High School/Senior Secondary School Graduation** **2) Certificate of (Scheduled) Graduation of Japanese Pre-university Preparatory Course**
G	**Pass Certificate and grades**
H*	**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)**
I	**Document(s) which prove eligibility for university entrance under the condition stated in 6. (1) University Entrance Eligibility**

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

Academic Transcripts

Upload academic transcripts for all grades of high school or senior secondary education.
- Applicants who have not yet graduated from high school must submit the most recent transcripts available. However, all transcripts up to the final academic year must be submitted. For example, academic transcripts for all grades through 11th grade are required in a 12-year education curriculum.

- The academic transcripts must include a school stamp or school official's signature.
- Official digital documents issued by either educational institutions (e.g., high schools), governments, exam boards, or test providers are also acceptable.
- If the transcript consists of multiple documents, please combine these documents into one single PDF document in chronological order.
- Applicants who have enrolled at a tertiary education institution (university, college, etc.) after completing secondary education must submit the academic transcripts with grades for the period attended.

Documents Proving English Language Proficiency

Upload one of the following documents in accordance with the requirements on 6. (2) English Language Proficiency.

TOEFL iBT® Test   **JD Program**   **ISSE Course**

A copy of the Test Taker Score Report

* Request ETS to send the Test Taker Score Report to the University after being accepted, before the deadline of the "Document Submission 1" period. (Institution Code: 0659)

IELTS (Academic Module)   **JD Program**   **ISSE Course**

A copy of the IELTS (Academic Module) Test Report Form

TOEIC® L&R Test   **ISSE Course**

A copy of the TOEIC® L&R Test Official Score Certificate / Digital Official Score Certificate

PTE Academic   **JD Program**

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.

Cambridge English Qualifications   **JD Program**

1) A copy of the Confirmation of Entry and Timetable
and
2) A copy of the Certificate or Statement of Results

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 the 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)

Duolingo English Test   **JD Program**   **ISSE Course**

1) A screenshot of the Duolingo English Test score certificate
and
2) Send test result online via the 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 English Test Score Waiver

JD Program   Evidence that the applicant meets the requirements as stated in 6. (2)-B. Score Waiver.

ISSE Course

Evidence that the most recent 6 years of formal education before the enrollment date were conducted and instructed only in English. Evidence is required from all schools enrolled in during the 6 years.
The University accepts evidence such as:
- A letter or a school profile that states the medium of instruction
- English Language Test Score Waiver Request Form

Application Essay(s)

Applicants must submit their application essay(s) on the online application system "TAO". The topic of each essay and the number of essays required for each program are as stated below.

- The essays must be typed in English.
- Plagiarism (drawing or copying any ideas from someone else without crediting the source) is deemed a dishonest act and the application will not be considered.
- Make sure to have correct citations in the main body of the essay whenever referring to specific data, facts or opinions. Also make sure to create a reference list.

		Topic	Word Limit
JD Program		Please describe a subject or field you wish to study within the Joint Degree Program, giving reasons why, and describing any connections this subject has to your previous experiences and activities.	600
ISSE Course	#1	Describe reason(s) you would like to enter the Information Systems Science and Engineering Course at Ritsumeikan University.	300
	#2	Write about school or learning experiences that you are proud of, and how they influenced your desire to study at university.	300
	#3	What is an IT/ICT technology or computer science method you would definitely like to study if accepted to ISSE? What would this technology or method be used for?	600

ID Photograph

Upload a photograph that meets the following requirements.

- The photo must:
  - be in color, taken within three months before the application.
  - show a front view above the chest level with a plain background.
- No caps or hats are allowed.
- Cutouts from personal photos are not acceptable.
- Digital alteration of the photo is not permitted.

Letter(s) of Reference

JD Program   :1 letter
ISSE Course   :2 letters

Send a request for the letter(s) of reference to the referee(s) via TAO. The letters must be directly submitted to TAO applications by referees.

- The letters must be written in English or Japanese by teachers/staff members at applicant's school.
- If the applicant has already graduated from high school and cannot obtain a letter of reference from teachers/staff members of the high school, letters from those who know the applicant well, such as teachers of schools currently enrolled (language school, tertiary education, etc.) or supervisors/managers at place of employment may be acceptable. Recommendations from family members or friends are NOT acceptable.
- The University may contact referees for confirmation.

Photocopy of Residence Card *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).

Standardized Tests / National University Entrance Exams *Optional

Submission of standardized test scores / national university entrance exam results is optional. Documents that can be submitted are as follows:

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

ISSE Course Awards *Optional

- ISSE Course applicants 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 three aforementioned areas will not be considered.

Submitting Confidential Documents *Only where applicable

Confidential documents issued by school(s) must be uploaded to TAO by the school or sent to the International Admissions Office by post, instead of being uploaded to TAO by applicants. For example, if it is school policy to not disclose documents (such as transcripts) to students directly, they must be uploaded to TAO by the school. If the document (hard copy) is officially sealed in an envelope by the issuing body, it must be sent by post by either the issuing body or the applicant.

- **Upload to TAO**
  - ❖ Send a request to the school via TAO for them to submit these documents by uploading them to TAO.

- **Send by Post**
  - ❖ These documents must be postmarked or collected by the courier service **by the application deadline.**
  - ❖ The University does not notify applicants about the delivery status of documents.
  - ❖ **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).

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

(4) Application Fee
- Application fee amount: **5,000 JPY per program**
- Transaction fees must be paid by the applicant.
- Payment can be made via TAO. The application fee is referred to as an "Examination Fee" on TAO.

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.

- ❑ Applicants who wish to pay via wire transfer must contact the International Admissions Office at least one week before the relevant application deadline.

8. Screening

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

*JD Program Assessment will be made by both Ritsumeikan University and American University.

Document Screening	⇨	Interview If shortlisted in the 1st screening	⇨	Final Result

(2) Interview
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 to applicants at least 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 a change of interview date.
- ❑ If any changes are made to the interview arrangements, the University will inform the applicants.
- ❑ 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 used for identification of applicants throughout the application and enrollment procedures. Applicants will be notified of their application numbers through TAO on the date of notification of the 1st screening results.

(2) Notification of Results

The 1st screening result and the final result will be announced through TAO (Click the "View my screening results" button under the completed application) at 9:30 AM on the dates indicated as "1st screening result" and "Final Result" in 4. Application Periods and Other Key Dates.
The University will not provide any further information regarding the results.

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.

Regarding Application Misconduct

- 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.

- For documents that require submission of the original, applicants must keep the original documents they uploaded with the online application. Acceptance to the University will be revoked if:

  ❖ the applicant fails to submit the original/certified documents they uploaded with the online application.

  ❖ any discrepancies considered as falsification/fabrication of application documents are found between the documents submitted at the time of application and the original/certified documents submitted after acceptance.

- The following acts are considered cheating in online interviews.
  (1) Allowing anyone other than the applicant to enter the interview room
  (2) Using a computer for a purpose other than the online interview
  (3) Bringing non-permitted items into the interview room
  (4) Acting in a suspicious manner, such as frequently taking one's eyes off the webcam
  (5) Disobeying the instructions of the interviewers or staff
  (6) Operating a cell phone for purposes other than receiving calls or communications from the University
  (7) Giving information regarding the contents of the interview to other applicants
  (8) Sharing the URL or link to the online interview with anyone other than the applicant
  (9) Filming, recording, videotaping or distributing information to outside parties during the interview time
  (10) Having someone else assume the identity of the applicant to attend the interview on their behalf
  (11) Any other acts that may impair the fairness of the interview

- An applicant who commits any of the above acts of misconduct will not be allowed to take any further entrance examinations for the same enrollment year. In addition, all entrance examinations already taken for the same enrollment year will also be invalidated. The application fee will not be refunded.

JD Program

(1) Students of the 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 due to the JD Program curriculum and 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.

(2) Students who begin their studies at Ritsumeikan University (RU Home Students) will need to be able to submit the Certification of Finances for International Students (CFIS) and supporting financial documents in order to meet visa requirements to enter the United States and enroll at AU. As of the 2023-2024 AU academic year, the amount they must be able to certify is 61,579 USD. This amount is subject to increase each year based on the associated costs (such as tuition, mandatory fees, cost of living, etc.).

ISSE Course

(1) In order for applicants to better understand Information Systems 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 or university entrance eligibility.

(2) The College of Information Science and Engineering will be relocated to the Osaka Ibaraki Campus in April 2024. See here (en.ritsumei.ac.jp/e-ug/update/relocation.html/) for details.

Enrollment Procedures

- Enrollment procedures consist of paying enrollment procedure fees (admission fee and tuition fees) 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.**
- ❑ Applicants who could only obtain unofficial transcripts at the time of application must submit the official academic transcripts at the time of Document Submission 1. This official document must state the same contents as the unofficial transcripts submitted at the time of application.

1. Important Dates

Glossary

Payment 1	Payment of admission fee
Payment 2	Payment of tuition fee(s) and miscellaneous membership fees
Document Submission 1	- Original or the certified true copy of documents proving the university entrance eligibility *For those who will have graduated by the period for Document Submission 1. - Original or the certified true copy of academic transcripts - Documents Proving English Language Proficiency - Standardized tests / National university entrance exams - Awards *ISSE Course applicants only - COE application and relevant documents *international students only
Document Submission 2	- Original or the certified true copy of documents proving university entrance eligibility *For those unable to submit during the period for Document Submission 1 as they will not have graduated by then - Other enrollment documents

JD Program

Enrollment	Period	Payment 1	Payment 2	Document Submission 1	Document Submission 2
April 2025	1	2024/5/24 Fri - 2024/6/6 Thu	2024/9/27 Fri - 2024/10/17 Thu	2024/11/15 Fri - 2024/11/28 Thu	2025/3/7 Fri- 2025/3/18 Tue

ISSE Course

Enrollment	Period	Payment 1	Payment 2	Document Submission 1	Document Submission 2
April 2025	1	2024/5/24 Fri - 2024/6/6 Thu	2024/9/27 Fri - 2024/10/17 Thu	2024/11/15 Fri - 2024/11/28 Thu	2025/3/7 Fri- 2025/3/18 Tue

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.

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 2025 are collected at the same time.

(2) Payment Options
To make payment of enrollment procedure fees, the following payment methods are available.

Option A) Pay in 2 Installments
1) Pay admission fee during the period of Payment 1.
2) Pay tuition fees for the first and second semesters together during the period of Payment 2.

Option B) Pay in 3 Installments
1) Pay admission fee during the period of Payment 1.
2) Pay tuition fee for the first semester during the period of Payment 2.
3) Pay tuition fee for the second semester by November 30, 2025.

(3) Refund of Tuition Fees When a Student Cancels Enrollment

If a successful applicant cancels enrollment by March 31, 2025 for April 2025 Enrollment by submitting the designated form "Notification of Withdrawal Enrollment and Refund Form", tuition fees 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, 2025.
- For a copy of the designated form, please consult the Refund Policy, which can be found on the "After Admission" website: en.ritsumei.ac.jp/e-ug/apply/afteradmissions.html/.

3. Submitting Enrollment Documents

Certain enrollment documents must be submitted through the online enrollment system while other documents must be submitted by post. Official digital documents can be submitted online directly from the issuing body, such as educational institutions (e.g., high schools), governments, exam boards, or test providers. Refer to details in the "After Admission" website 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 are admitted 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: 2024/5/24 Fri. – 2024/10/17 Thu.

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

Applicants must apply to the Common App with the same name that they use for the RU application.

1. University Fees and Other Fees for Students Enrolling in 2025

Fees for 2025 enrollees will be released on the website once finalized:en.ritsumei.ac.jp/e-ug/financial_info/fees.html/.
For reference, fees below are for students who enrolled in 2024.

(1) Admission Fee and Tuition Fees

FOR REFERENCE Fees for students enrolled in 2024 (Unit: JPY)

Program	AY 2024				AY 2025 and beyond	
	Admission Fee	Tuition for Spring Semester	Tuition for Fall Semester	Total	Tuition Per Semester	Total
JD Program	200,000	679,700	679,700	1,559,400	See below	
ISSE Course	200,000	836,300	836,300	1,872,600	836,300	1,672,600

NOTE

- Spring Semester: April to September / Fall Semester: September to March
- The admission fee is paid only 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 fees.

JD Program Tuition Fees and Miscellaneous Fees (For reference, fees below are for students who enrolled in 2024.)

- **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): 679,700 JPY (per year): 1,359,400 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 2023-2024 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)	27,862	55,724
Full-Time (18 credit hours)	29,718	59,436

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, 1,856 USD per additional credit is incurred over 18 credit hours (Tuition 2023-2024).
- The above fees are for the 2023-2024 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 5,455 USD for a dormitory(double occupancy) and about 1,805 USD for a meal plan (with $300 Dining Dollars) per semester, depending on their dormitories and meal plans. Also, all the fees are subject to change.

Please see https://www.american.edu/finance/studentaccounts/tuition-and-fees-information.cfm for more information.

(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 fees.

Program	Student Union		Academic Association	Parents Association of Student Education Assistance		Total
	Registration Fee	Annual Membership Fee	Membership Fee	Registration Fee	Annual Membership Fee	
JD Program	3,000	5,000	4,000/Semester 8,000/Year	5,000	10,000	31,000
ISSE Course	3,000	5,000	N/A	5,000	10,000	23,000

NOTE

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

JD Program

- While studying at AU, students do not have to pay membership fees for the Student Union and Academic Association but must pay the membership fees for the Parents Association of Student Education Assistance.
- Membership fees for the Academic Association are collected per semester (4,000 JPY per semester), however, an annual fee of 8,000 JPY is collected when tuition fees are paid for both Spring Semester and Fall Semester at once.

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

FOR REFERENCE   AY 2024 fees for students enrolled in 2024 (Unit: JPY)

Program	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
JD Program	200,000	1,390,400	710,700	679,700
ISSE Course	200,000	1,695,600	859,300	836,300

* See <u>2. (2) Payment Options</u> for details on payment options.

NOTE

The University will send information to the student about Payment 2 in September 2024. If a student pays in 3 installments, the University will send information to the student about tuition fee for fall semester in October 2025. The tuition fee payment deadline for the fall semester (if paying in 3 installments) is November 30, 2025. If financial institutions are closed on November 30, the payment deadline will be the next business day.

2. Student Union, Parents Association of Student Education Assistance and Academic Association

(1) Student Union

The Ritsumeikan University Student Union is a student-run autonomous organization made up of all undergraduate students at Ritsumeikan University with the aim of contributing to the improvement and expansion of both academic and extracurricular activities as well as the development of the Ritsumeikan Academy.

The Student Union holds a variety of extracurricular activities including welcome events for new students, the yearly school festival, and various academic, arts and sciences, athletic and volunteer activities, calls for the improvement of student learning environments, improves usage conditions of facilities for extracurricular activities, and contributes to upgrading amenities for students. Information on their activities are posted on the Student Union's website (https://www.ritsumei.club/)

The membership fee is mainly used for the Student Union's various activities, such as holding welcome events for new students and the school festival, and supporting students' extracurricular activity groups. In addition, a group within the Student Union called Global Supporters was established in AY 2021 to support English basis students. In the first year of the group's establishment, they promoted initiatives to support participation in extracurricular activities in English, and took the following actions. (1) Published an English version of "Circle Collection," a booklet introducing RU clubs and circles; (2) exhibited at club and circle information booths at welcome events for new students; and (3) held consultations on joining clubs and circles.

The University believes that the autonomous and independent activities of students via the Student Union play an

important role in the growth of the students themselves, and we support the Student Union's activities. In addition, the University is entrusted with partially managing and implementing the Student Union's budget.

(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

JD Program

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.

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 (Immigration Services Agency of Japan) when the proxy in Japan, such as the University students intend to enroll at, makes an application on their 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 procedure fees by the successful applicants to be a confirmation of their intent to enroll.
Applicants who are to obtain a "Student" visa, must submit the required documents during the "Document Submission 1" period specified in 3. Submitting Enrollment Documents.
More information about the procedures relating to acquiring a status of residence in Japan will be provided in "After Admission" website.

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.
- For those in Japan on a "Short-Term Stay" travel visa: Ritsumeikan University does not accept applications to change a person's residence status from "Short-Term Stay" to "Student" while in Japan.

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 tuition reduction will be determined based on applicants' screening results.

- Students in their second year and above who have fulfilled the grade criteria are able to apply for tuition reduction. Tuition reduction category selection will be based on the grades that the student has obtained.
- **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	
Undergraduate II	50% of Tuition	One Year
Undergraduate III	20% of Tuition	

2. Other Scholarships Offered while Studying at AU

JD Program
Tuition Reduction and Scholarships for JD Program RU Home Students
- At American University (AU), all students will be guaranteed a scholarship of 30% of their AU tuition fee for the first two semesters at AU and must maintain a certain GPA requirement, assessed initially after the first two semesters at AU, and then each semester thereafter, to maintain the award.
- The Ritsumeikan University Study Abroad Challenge Scholarship (500,000 JPY / semester) is offered to students who meet the conditions and achieve the required academic scores at RU. The scholarship will be paid for a maximum of two years (4 semesters) during their study in AU.

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.

Ritsumeikan University, International Admissions Office