

Application Handbook 2026 Enrollment AO Admissions (English Basis)

Publish Date: November 2024

- **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.ritsumeikan.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 2026 Enrollment
JD Program	5
ISSE Course	24

NOTE

- Numbers indicated are total places available for all application periods for 2026 enrollment through the admission method "AO Admissions (English Basis)". The schedule of other application periods will be announced in May 2025.
- 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

Enrollment	Period	Application Period	1st Screening Result	Interview (if shortlisted)	Final Result
April 2026	1	2025/2/12 Wed - 2025/3/4 Tue	2025/4/24 Thu	2025/5/10 Sat, 2025/5/11 Sun	2025/5/22 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, Cognia, COBIS, 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, GCE A-Level, International A-Level, or European Baccalaureate

 - E. Have completed a standard 11-year education in one of the designated curriculums of 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).
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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
	<ul style="list-style-type: none"> •The University does not accept the TOEFL iBT® Home Edition or the TOEFL® Essentials™ Test. •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
	<ul style="list-style-type: none"> •The University does not accept IELTS Online or IELTS Indicator. •IELTS One Skill Retake is not acceptable. 	
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	-
SAT Digital Version EBRW	610	-
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.

- 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.
- Four years of study (grades 9, 10, 11 and 12 or equivalent) in the selected English-speaking countries listed below 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.

Selected 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	
Request and submit letter(s) of reference	From 10:00 AM on the first day of the application period until 11:00 PM on the last day of the application period
Pay application fee	

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) 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 Essay(s)	
	Applicant’s Photo	
	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

Applicants must keep the original documents they uploaded with the online application. Those 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.

Documents that can be directly submitted by the school *Optional

The following documents can be submitted by the school on behalf of the applicant. In this case, applicants must send a request to the school via TAO for the school to upload these documents to TAO.

- Documents Proving University Entrance Eligibility
- Academic Transcripts
- [English Language Test Score Waiver Request Form](#)

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, except for letter(s) of reference, 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 a public institution, such as an embassy or 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																				
Have graduated from high school / senior secondary school at the time of application	<p>Documents that prove completion of a standard high school / senior secondary school curriculum (e.g., Certificate of High School Graduation, High School Diploma)</p> <ul style="list-style-type: none"> ○ Submit the unified certificate/diploma/qualification for completion of secondary education, issued by the country or state/province, etc., where applicable. (Examples of countries/regions that have such certificates: Australia, Canada, China, France, Germany, Hong Kong, India, Malaysia, New Zealand, Singapore, Vietnam) ○ Applicants who graduated from a high school in China, in principle, must submit one of the following: <ul style="list-style-type: none"> a) High School Diploma (毕业证书) issued by the local education bureau in China b) "Verification Report of China Secondary Education Qualification Certificate" issued in English by CSSD (学信网) 																				
Enrolled in high school / senior secondary student at the time of application	<p>Documents that prove scheduled completion of a standard high school / senior secondary school curriculum (e.g., certificate of scheduled high school graduation)</p> <p>*If the transcript indicates the expected graduation date, submission of a certificate of scheduled high school graduation is not required.</p>																				
	<ul style="list-style-type: none"> • If necessary, a template for 'Certificate of (Scheduled) High School Graduation' can be downloaded here: en.ritsumei.ac.jp/e-ug/form.html • 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. 																				
A, B, C, D, E, F*, I	<p>Applicants who fall within the specified categories below must submit the following documents, in addition to the documents mentioned above.</p> <table border="1"> <tbody> <tr> <td rowspan="2">D</td> <td>IB Diploma Programme</td> <td>Diploma Holders</td> <td>Either a or b below: a) 1) Diploma of the International Baccalaureate and 2) IB Diploma Programme Results or b) Transcript of grades • All documents must be issued by IBO.</td> </tr> <tr> <td></td> <td>Diploma Candidates</td> <td>IB Predicted Grades</td> </tr> <tr> <td rowspan="2"></td> <td rowspan="2">GCE A-Level/ International A-Level</td> <td>GCE / International A-Level Holders</td> <td>Both of the following: 1) General Certificate of Education and 2) Statement of Results • Both documents must be issued by the Examination Board.</td> </tr> <tr> <td>GCE / International A-Level Candidates</td> <td>Predicted GCE / International A-Level Grades</td> </tr> <tr> <td rowspan="2">F*</td> <td rowspan="2">Japanese pre-university preparatory course accredited by MEXT</td> <td>Have graduated from the course at the time of application</td> <td>Certificate of Graduation of Japanese Pre-university Preparatory Course</td> </tr> <tr> <td>Enrolled in the course at the time of application</td> <td>Certificate of Scheduled Graduation of Japanese Pre-university Preparatory Course</td> </tr> </tbody> </table>		D	IB Diploma Programme	Diploma Holders	Either a or b below: a) 1) Diploma of the International Baccalaureate and 2) IB Diploma Programme Results or b) Transcript of grades • All documents must be issued by IBO.		Diploma Candidates	IB Predicted Grades		GCE A-Level/ International A-Level	GCE / International A-Level Holders	Both of the following: 1) General Certificate of Education and 2) Statement of Results • Both documents must be issued by the Examination Board.	GCE / International A-Level Candidates	Predicted GCE / International A-Level Grades	F*	Japanese pre-university preparatory course accredited by MEXT	Have graduated from the course at the time of application	Certificate of Graduation of Japanese Pre-university Preparatory Course	Enrolled in the course at the time of application	Certificate of Scheduled Graduation of Japanese Pre-university Preparatory Course
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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)																				

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

Academic Transcripts

JD Program

Upload academic transcripts for all grades of high school or senior secondary education.

ISSE Course

Upload academic transcripts for all grades of high school or secondary education from Grade 10 onwards.

- 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.
- Applicants from the Japanese educational system who plan to submit a chousasho (調査書), must send it by post instead of uploading it to TAO. The chousasho (調査書) must be sent using registered express mail (簡易書留速達郵便, Kanikakitome Sokutatsu Yubin) to the mailing address listed in the upper right corner of the front cover of this Application Handbook. The document must be postmarked by the application deadline.

Documents Proving English Language Proficiency

Submit the specified documents below and provide information in accordance with the requirements on 6. (2) English Language Proficiency.

TOEFL iBT® Test

JD Program

ISSE Course

- 1) A copy of the Test Taker Score Report and
- 2) Enter your Appointment Number into the online application system "TAO"

* Request ETS to send the Institutional 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

- 1) A copy of the IELTS (Academic Module) Test Report Form and
- 2) Enter your TRF Number into the online application system "TAO"

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

- 1) A copy of the Test Taker Score Report and
- 2) Request Pearson to send the Test Taker Score Report to the University.

Cambridge English Qualifications

JD Program

- 1) A copy of the Statement of Results and
- 2) Enter the Verification Number stated on your Statement of Results into the online application system "TAO"

SAT Reading Test sub-score/ SAT Digital Version EBRW

JD Program

A copy of the SAT Score Report

* 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

Request ACT to send the official score report to the University (College Code: 1366). The test result must be received by the University by the relevant application deadline.

* Superscores are not acceptable. Please send the score of a specific test event.

- 1) A copy of the Duolingo English Test score Official 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, unless the latest school can confirm the language of instruction of previous schools.

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
	#1	Describe reason(s) you would like to enter the Information Systems Science and Engineering Course at Ritsumeikan University.	300
ISSE Course	#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

Applicant's Photo

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 by teachers/staff members at the 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 in (language school, tertiary education, etc.) or supervisors/managers at place of employment are 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.
 - ❖ Request ACT Inc. to send the official score report to the University before the application deadline.
 - ❖ Ritsumeikan University Code: [SAT:5766] [ACT:1366]
- 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.

(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.



(2) Interview

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

Details of the interview, such as the interview method, 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, 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.

Applicants who are absent from an interview (or leave partway through) will not be considered for screening.

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

1. The following acts are considered misconduct:

- (1) Falsification, fabrication, or plagiarism of information or documents submitted at the time of application
- (2) After acceptance, submission of original documents or certified true copies with discrepancies from documents submitted at the time of application that are considered falsifications or fabrications
- (3) Cheating. For example, placing memos or materials to be referenced during interviews, receiving answers from others, etc.
- (4) Having someone else assume the identity of the applicant to attend an interview or prepare application documents on their behalf
- (5) Assisting other applicants in cheating by giving them information regarding the contents of the interview
- (6) Using electronic devices, such as mobile phones, smartphones, wearable devices (such as smartwatches), electronic dictionaries, or voice recorders during an interview
- (7) Allowing anyone other than the applicant to enter the interview room
- (8) Using a computer for a purpose other than the online interview
- (9) Bringing non-permitted items into the interview room
- (10) During an interview, acting in a suspicious manner, such as frequently taking one's eyes off the webcam
- (11) During an interview, operating a cell phone or smartphone for purposes other than receiving calls or communications from the University
- (12) Sharing the URL or link to an online interview with anyone other than the applicant
- (13) Filming, recording, videotaping or distributing information to outside parties during the interview time

2. In addition to the acts above, the following may also be considered misconduct. If an applicant does not follow the instructions of the University and is recognized to have committed misconduct, the treatment will be the same as above.

- (1) Making false statements regarding the interview for one's benefit or the benefit of other applicants
- (2) Disobeying the instructions of the interviewers or staff
- (3) Any other acts that may impair the fairness of the interview

3. Treatment of Misconduct:

- An applicant who commits any of the above acts of misconduct will not be eligible to apply for the same enrollment year. In addition, all previously submitted applications for the same enrollment year will also be invalidated. The application fee will not be refunded. A criminal complaint may also be filed with the police.
- If application misconduct is found after enrollment, enrollment will be revoked.

Regarding Lateness

- (1) The handling of lateness is defined. Make sure to check the information sent to the e-mail address registered in the application system.
- (2) Please be prepared to connect to the online interview by the designated start time. If you do not connect to the interview and fail to respond to calls from the University within the time span specified in the interview information provided by the University, you will be deemed absent.

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, until they have completed all of the necessary graduation requirements at their non-home university.
- (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 2024-2025 AU academic year, the amount they must be able to certify is 78,296 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

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.

Enrollment Procedures

- Enrollment procedures consist of paying enrollment procedure fees (admission fee and tuition fees) and submitting the required enrollment documents.
- 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 NOTE

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

1. Important Dates

Glossary

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"> • 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	<ul style="list-style-type: none"> • 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

NOTES

- ❑ 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.
- ❑ The transcripts must state the same contents as the transcripts uploaded at the time of application. However, if the transcript has been updated due to the completion of the most recent semester, transcripts reflecting the latest academic records are acceptable.
- ❑ Applicants who submitted predicted scores (e.g. IBDP, GCE / International A-Level, etc.) must submit both the original uploaded predicted scores and the certificate of the final scores.

Enrollment	Period	Payment 1	Payment 2	Document Submission 1	Document Submission 2
April 2026	1	2025/5/23 Fri - 2025/6/5 Thu	2025/9/26 Fri - 2025/10/16 Thu	2025/11/14 Fri - 2025/11/27 Thu	2026/3/9 Mon - 2026/3/18 Wed

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 2026 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, 2026.
-

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

If a successful applicant cancels enrollment by March 31, 2026 for April 2026 Enrollment by submitting the designated form, "Notification of Enrollment Withdrawal 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, 2026.
- For a copy of the designated form, please consult the Refund Policy, which can be found on the "[After Admission](#)" website: en.ritsumeai.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. Refer to details on the "[After Admission](#)" website for successful applicants.

Documents that must be submitted by post

- 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.**
- 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.
- Certain documents such as TOEFL® Score Reports and SAT scores must be sent directly to the University from the official body. Ritsumeikan University's institution codes are as follows:
 - TOEFL®: 0659
 - SAT: 5766

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: 2025/5/23 Fri. – 2025/10/16 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 2026

Fees for 2026 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 2025.

(1) Admission Fee and Tuition Fees

FOR REFERENCE Fees for students enrolled in 2025 (Unit: JPY)

Program	AY 2025				AY 2026 and beyond	
	Admission Fee	Tuition for Spring Semester	Tuition for Fall Semester	Total	Tuition Per Semester	Total
JD Program	200,000	699,400	699,400	1,598,800	See below	
ISSE Course	200,000	860,700	860,700	1,921,400	860,700	1,721,400

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

• **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): 699,400 JPY (per year): 1,398,800 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 2024-2025 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)	28,976	57,952
Full-Time (18 credit hours)	30,906	61,812

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	409.5

NOTE

- For AU tuition fees, 1,930 USD per additional credit is incurred over 18 credit hours (Tuition 2024-2025).
- The above fees are for the 2024-2025 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 5,760 USD (Double Occupancy) for a dormitory and about 1,971 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.

FOR REFERENCE AY 2025 fees for students enrolled in 2025 (Unit: JPY)

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 2025 fees for students enrolled in 2025 (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	1,429,800	726,400	703,400
ISSE Course	200,000	1,744,400	883,700	860,700

* See 2. (2) Payment Options for details on payment options.

NOTE

The University will send information to the student about Payment 2 in September 2025. If a student pays in 3 installments, the University will send information to the student about tuition fee for fall semester in October 2026. The tuition fee payment deadline for the fall semester (if paying in 3 installments) is November 30, 2026. 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/>) *Only available in Japanese

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 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 (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 (Immigration Services Agency of Japan). A proxy in Japan, such as the University the students intend to enroll at, must make an application on their behalf.

The University will apply for the COE on behalf of the successful applicants from outside Japan only when it is judged 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 on the "[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.

*The current Tuition Reduction Scheme is in place up through AY2026, with the scheme for AY2027 onwards as of yet undecided.

- Students in their second year and above who have earned the required number of credits are able to apply for tuition reduction. Tuition reduction category selection will be based on the grades that the student has earned.
- **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/

Tuition Reduction Category	Amount of Tuition Reduction	Number of Students Accepted	Eligibility	Period
Undergraduate Category I	100% Reduction	Top 10% or less of the admissions capacity	Those who possess the status of residence "Student" by the time of enrollment	One Year
Undergraduate Category II	50% Reduction	The next 10% or less of the admissions capacity		
Undergraduate Category III	20% Reduction	All other admitted students not receiving a Category I or II reduction		

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 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 conduct and 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.