

Application Procedures (September 2013 Admission)

1. Documents to be submitted

Please refer to the checklist on the next page and ensure ALL required documents are submitted. Some of the required documents are included in this PDF.

- * Please fill in all forms electronically in this PDF, where possible, and print double-sided.**
- * All signatures and seals must be original.**

2. Important points for application

A) All submitted documents should be written in English and printed on A4-size paper using PDF or word-processing software. If documents are written in any other language, it is necessary to include an English or Japanese translation.

B) The name and birthday on all documents must be the same as that on your passport.

C) All documents must be sent by international express mail (EMS, FedEx, DHL, etc) to the address in **4.** below, to arrive no later than the deadline.

D) The University will not return any of the documents once they have been received, under any circumstances, regardless of their completeness or the results of your application.

E) If it is determined that your application documents contain any deliberate falsifications or forgeries, your application will not pass the examination

3. Application Period

Monday, November 5, 2012 – Monday, December 3, 2012

- All documents must be sent by express post (EMS, FedEx, DHL, etc)
- All documents must arrive by the deadline.
- Only posted applications will be accepted.
- No applications by email, fax, or walk-in will be accepted.

4. Application Mailing Address

Ritsumeikan University International Center at BKC
1-1-1 Noji-Higashi, Kusatsu, Shiga, Japan 525-8577
Phone: +81 (0)77-561-3946

Application Documents (September 2013 Admission)

Document Checklist:

(Forms 1 and 2 are included in this PDF). Please print all forms double-sided.

***Documents 1, 2, 4, 5, and 9 must be original versions.** Documents will be accepted as original if they bear the original, authorized seal of the issuing agency. (The seal must be original. Photocopied seals will not be accepted). All forms and documents must be in English or Japanese or accompanied by an English or Japanese translation.

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1. Ritsumeikan University Application Form (Form A) (4 pages)

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2. Field of Study and Study Program (2 pages)

This form must be completed in the language in which your program is taught (English or Japanese).

*The "Field of Study" should outline your intended field, while "Study Program" should detail your individual research plans and progression during your degree.

*Applicants to the Graduate Schools of Science and Engineering, Information Science and Engineering, or Life Sciences should indicate the name of their desired supervising professor at the top of "Field of Study"

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3. Copy of documentation showing objective proof of linguistic ability (e.g. TOEFL®, TOEIC®)

*Not required for applicants whose native, primary language is English or for students who graduated from an undergraduate or graduate degree program in a country where the native, primary language is English.

*Score reports must have been issued no more than 2 years before the application deadline.

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4. Original Certificate of grades from most recent academic institution attended (Undergraduate or Graduate degree program), with clear explanation of grading/ marking system, covering at least two years, divided by year and semester.

*Certificate must explain correspondence of marks to merit (Outstanding/ excellent/ good/ satisfactory/ fail, etc.)

*You must submit grades from your two most recent years of study in pursuit of a degree, indicated clearly.

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5. Original Certificate of graduation or expected graduation from most recent academic institution attended (Undergraduate or Graduate degree program)

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6. Copy of photo and all information pages from applicant's passport, (applicants in possession of a passport at the time of application), or other government-issued family registry or citizenship registry copy (must show applicant's full, legal name)

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7. Copy of Proof of Transfer of the application fee (JPY 5,000)

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8. Copy of 教育部学籍在線驗讞報告書 (students currently enrolled universities in China, only) or 教育部學歷證書電子注冊備案表 (graduates of universities in China, only)

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9. Request and Justification for Financial Support (1 A4 page, freeform)

Application period: Monday, November 5, 2012 – Monday, December 3, 2012,

All documents must arrive by express mail before the deadline.

Please allow sufficient time for delivery.

立命館大学大学院入学願書

APPLICATION FOR GRADUATE ADMISSION AT RITSUMEIKAN UNIVERSITY

楷書（ブロック・レター）で記入、あるいはタイプしてください。
Please print in block letters or type legibly.

受験番号*

1. 氏名 Name	姓 Last (family)	名 First (given), Middle		<div>写真 最近3ヶ月以内に写した 上半身正面脱帽のもの (4.0cm×5.0cm)</div> <div>Passport size photograph taken within the last 3 months (4.0 × 5.0cm)</div>
母国語 Native language				
発音 (アルファベット表記) Alphabet				
2. 国籍 Citizenship		3. 性別 Gender		
		<input type="checkbox"/> Male	<input type="checkbox"/> Female	
4. 生年月日 Date of birth	<div>Month, Day, Year</div>			
5. 日本における連絡先 Address in Japan	〒 —		Telephone: E-mail:	
6. 本国での住所 Permanent address (Country)	〒 —		Telephone: E-mail:	
7. 合格通知書送付先 Mailing address	〒 —		Telephone:	
8. 来日年月日 Date of arrival in Japan	<div>Month, Day, Year</div>		9. 在留資格 Immigration status	<div>有効期限 Valid until</div> <div>Month, Day, Year</div>
10. 志望 Intended program of graduate study	研究科名 Graduate School	専攻(専修)名 Major(Course)		課程名 Degree
				<input type="checkbox"/> Master / <input type="checkbox"/> Ph.D
11. これまでの主な研究内容 Please describe briefly, within the allotted space, the field of your research up to the present.				

(＊印欄は記入しないこと) (＊ Office use only)

12. 学歴（小学校から最終学年まで年代順にくわしく記入のこと） Education				
	学校名（所在地） Name of school (Location of school)	修業年限 Term of school years	入学年月日 Date of entrance	卒業（修業）年月日 Date of graduation of completion
小学校 Elementary education	()	年 years		
中学校 Lower secondary education	()	年 years		
高等学校 Upper secondary education	()	年 years		
専科学校 Professional training school	()	年 years		
大学 University	()	年 years		
	()	年 years		
	()	年 years		
大学院 Graduate school	()	年 years		
本国における大学院入学資格の有無 <input type="checkbox"/> 有・無 <input type="checkbox"/> Do you have any alternative educational experiences which are not part of your formal education but fulfilled high school equivalencies? <input type="checkbox"/> Yes・No <input type="checkbox"/>				
13. 職歴 Vocational experience of applicant (if any)				
勤務先 Name of employer	所在地 Address	勤務内容 Job description	勤務期間 Period of employment	
			month , year to month , year	
14. 兵役 Military service (if any)	終了 from month , year to month , year Finished 終了予定 Duty (to be) completed month , year			
15. 家族 Family	現住所 Present address			
氏名 Full name		続柄 Relationship to applicant		年令 Age

氏名 Name:

16. 日本語の知識（熟達程度を○で囲むこと）

Knowledge of Japanese: Circle the appropriate word indicating your proficiency.

日本語能力 Japanese language skills	熟達程度 Proficiency		
読解力 Reading	<div>よくできる <input type="checkbox"/> Good</div>	<div>普通 <input type="checkbox"/> Fair</div>	<div>あまりできない <input type="checkbox"/> Poor</div>
筆記力 Writing	<div><input type="checkbox"/> Good</div>	<div><input type="checkbox"/> Fair</div>	<div><input type="checkbox"/> Poor</div>
聴解力 Listening	<div><input type="checkbox"/> Good</div>	<div><input type="checkbox"/> Fair</div>	<div><input type="checkbox"/> Poor</div>
会話力 Speaking	<div><input type="checkbox"/> Good</div>	<div><input type="checkbox"/> Fair</div>	<div><input type="checkbox"/> Poor</div>

○日本語学習を行った学校及び期間を記入すること。

Name the institution(s) where you learned Japanese and the period of attendance

学校名 School	学習期間 Period of attendance
	from _____ , _____ to _____ , _____ month year month year

17. 日本在住緊急連絡人 Resident of Japan to contact in case of emergency

氏名 Full name

現住所

Present address

Telephone:

本人との関係

Relationship to applicant

職業 Occupation

以上の通り相違ありません。

I certify that the above statements are true and correct to the best of my knowledge.

日付 Date

署名 Signature

(別紙)

専攻分野及び研究計画

Field of Study and Study Program

Full name in native language _____,
(姓名 (自国語)) (Family name) (First name) (Middle name)

Nationality _____
(国 籍)

Proposed study program in Japan (State the outline of your major field of study on this side and the details of your study program on the backside of this sheet in concreteness. This section will be used as one of the most important references for selection. Statement must be typewritten or written in block letters. Additional sheets of paper may be attached if necessary.)
(日本での研究計画；この研究計画は、選考の重要な参考となるので、表面に専攻分野の概要を、裏面に研究計画の詳細を具体的に記入すること。)
(記入はタイプ又は楷書によるものとし、必要な場合は別紙を追加してもよい。)

If you have Japanese language ability, write in Japanese.
(相当の日本語能力を有する者は、日本語により記入すること。)

1 Field of study (専攻分野)

2 Study program in Japan in detail and concreteness (研究計画：詳細かつ具体的に記入すること。)