September 2020 Enrollment
Master's Program
Graduate School of Information Science and Engineering
APPLICATION GUIDELINES for International Student
Admissions on Recommendation （English-based Program）

Ⅰ. Recruiting Major, Course, Degree Program, and Associated Numbers

Major	Course	Level	Enrollment Limit	Number Recruited
Advanced Information Science and Engineering	Computer Science	Master's	200	Few
	Human Information Science			

* Enrollment Limit includes all application methods.
* Actual number recruited may be lower, based on number of applications and entrance examination results.

Ⅱ. Eligibility Requirements

Country	University	College
China	Dalian University of Technology	School of Software Technology
		DUT-RU International School of Information Science and Engineering
	Northeastern University	Software College
	Dalian Jiaotong University	Software College
	Dalian Neusoft University of Information	－
Thailand	Thai-Nichi Institute of Technology	－

Applicants must have obtained recommendation based on the agreement with universities and departments above for admission on recommendation to the Graduate School of Information Science and Engineering, Ritsumeikan University. Those who belong to DUT-RU International School of Information Science and Engineering in Dalian University of Technology and transferred into Ritsumeikan University cannot apply for this admission.

(1) When applicants make application with the status of expected graduation from the universities listed on Ⅱ and gets accepted to Ritsumeikan University but unable to meet the eligibility requirement by a day before entering (September 25, 2020), then they will not be granted admission to Ritsumeikan University (they cannot be admitted to Ritsumeikan University with the status of 'expected graduation').

(2) Applicants must have sufficient English proficiency to access the curriculum at the Graduate School of Information Science and Engineering.

Ⅲ. Application Period
Wednesday, November 20, 2019 － Wednesday, December 11, 2019
※Please follow instruction from your university regarding where and how to submit application documents.

1.Before Submitting Your Application

(1) Applicants must consult with their prospective supervisor and obtain approval for their
Research Plan Form【FORM 4】
＊Applicants must apply for the major and course with which their prospective supervisor is
affiliated.

<How to contact your desired professor>

Send an E-mail directly to the professor who shows his/her E-mail address on the graduate school
website, or Ritsumeikan University Researcher's database.

■Website of the Graduate School of Information Science and Engineering:
   http://en.ritsumei.ac.jp/gsise/professor/

■Ritsumeikan University Researcher's database:
   http://research-db.ritsumei.ac.jp/scripts/websearch/index.htm?lang=en

If you want to contact a professor whose E-mail address is not open to the public, contact the
Administrative Office, College of Information Science and Engineering by E-mail.   In the E-mail,
please specify the name of the professor you would like to contact.

■Administrative Office, College of Information Science and Engineering Contact:
   gsise@st.ritsumei.ac.jp

2. Documents to be Submitted

	Required Documents	Remarks	Form
(1)	Application Sheet		ISE 6
(2)	Certificate of graduation or expected graduation and certified academic transcript from the institution last attended	1) Certificate documents applicants submit must be original. All application materials and documents submitted cannot be returned without exception. As for official certificates which cannot be reissued, submit both a copy of the original certificate and its certified copy*1. *1 A certified copy is a copy of an original document that has been verified as being a true copy of the original with a stamp by an authorized institution (preferably by the issuing institution). 2) Certificate documents that applicants submit must be either in English or Japanese. You must provide translations of certificates that are written in languages other than English or Japanese. Attach an official translation (in English or Japanese) with the translator's name, address, contact details and signature or official seal.	Only Original Copies are acceptable.

(3)	Certificate of language ability	1) Official scores of TOEIC® LISTENING AND READING TEST, TOEFL iBT® Test, Revised TOEFL® Paper-delivered Test or IELTS™ etc., must be taken no more than 2 years before the starting date of application period. - Applicants who cannot submit a certificate of English proficiency test during application period, but took the examination before the starting date of application period must consult with the Administrative Office of College of Information Science and Engineering. 2) Applicants who cannot submit a certificate of English proficiency test must submit a formal certificate of English language ability level, or a formal letter stating as much, issued by the institution last attended. 3) Applicants who cannot submit a certificate of English proficiency test must consult with the Administrative Office of College of Information Science and Engineering. - Applicants whose first language is English do not have to submit this document.	
(4)	Research Plan Form	Desired supervising professor's name must be written. (No signature and seal necessary.)	FORM 4
(5)	Reasons for Applying to Ritsumeikan University	Title should be 'Reasons for Applying to Ritsumeikan University' Your name, reasons you apply for the university including research plan after your enrollment has to be written in it.	Must be written by applicant on one A4 sized-paper by word-processing software.
(6)	Letter of Recommendation (optional)	Should be written by the dean, person of higher position, or an academic advisor at applicant's school or institution.	FORM 2
(7)	A photocopy of applicant's passport information page	Must include name, photo and date of birth. - Only those who have a valid passport at the time of application	
(8)	Online Verification Report of Higher Education Qualification Certificate （教育部学歴証書電子注冊備案表） or Online Verification Report of Student Record （教育部学籍在線験証報告）	- Graduate of Chinese (except Taiwanese, Hong Kong, Macau) universities or graduate schools: Download and print out the English version of Online Verification Report of Higher Education Qualification Certificate. - Currently enrolled students of Chinese (except Taiwanese, Hong Kong, Macau) universities or graduate schools: Download and print out the English version of Online Verification Report of Student Record.	

3. How to Submit Application Documents

Please follow instruction from your university.

V. Application Fee
5,000 JPY
*The payment must be completed during the application period.
*Credit card is not acceptable.

Overseas Remittance
①When paying the fee from abroad, please make a bank transfer in Japanese yen at a teller window of a financial institution. The information you need for the transfer is shown in the table below.
②**Transfer the amount plus 2,500 yen to cover the handling fee of the Japanese bank so please remit 7,500 yen(must be in Japanese Yen) in total to designated bank below.** The transfer fee required by the overseas financial institution should be paid individually. Please note that if you send without transfer fee amount that enters the University account will not be sufficient and you will need to make another payment to cover the shortfall.
③A remittance check is not acceptable.
④Enclose an original receipt or copy of the receipt with other application documents as proof of remittance.

Bank Name	SUMITOMO MITSUI BANKING CORPORATION
Branch	Kyoto Branch
Account No.	5408448
SWIFT Code	SMBCJPJT
Address of Bank	8 Naginatahoko-cho, Shimogyo-ku, Kyoto, 600-8008, JAPAN
Phone Number	+81 75-211-4131
Name of Payee	Ritsumeikan University
Address of Payee	8 Nishinokyo-Higashi-Togano-ocho, Nakagyo-ku, Kyoto 604-8520 JAPAN
Purpose of Remittance	Application Fee
Message to Payee	Your name(Please print legibly)

VI. Examinee Number Notification
We will send you an Examination Number to the E-mail address written on your application sheet a week before the announcement of result. If you don't receive it a week before the announcement of result, please contact to the Administrative Office of College of Information Science and Engineering.

VII. Screening Method
Applicants will be screened based on submitted application documents and written interview examinations by E-mail.

VIII. Announcement of Result
Wednesday, January 29, 2020
※Applicants who pass the examination will be sent a letter of acceptance and documents for the first-phase admission procedures to the address on their application sheet.

IX. Admission Procedures
Detailed information will be notified on the announcement of result.