



AY2025 Spring Semester
New International Students
Orientation

March 27, 2025 (Thursday)
Ritsumeikan University International Center

Introduction

- **Welcome to Ritsumeikan University!**
- **This orientation will provide important information for your study abroad experience in Japan.**

Part1 : Presentations from Various Departments

- Held via Zoom across 3 Campuses
- Presented by:
 - Student Office
 - Career Center
 - Medical Service Center

Part2 : Presentation from the International Center

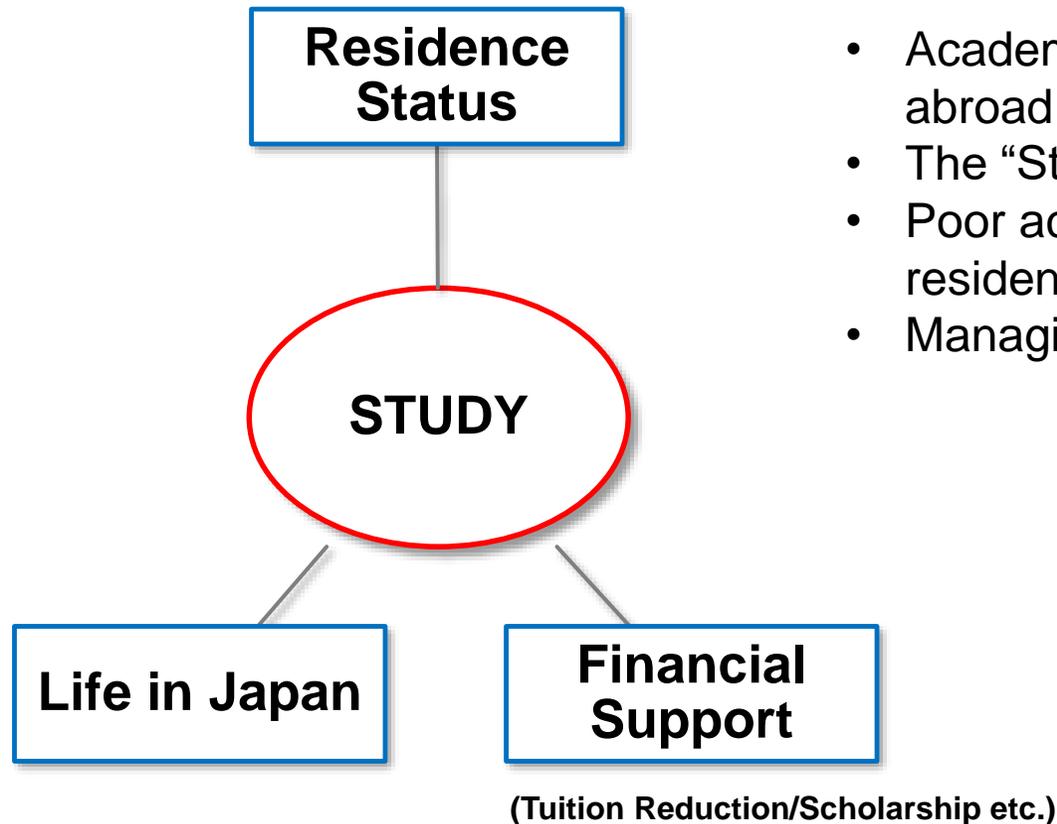
■ Held in Each Campus

■ Contents:

- Role of the International Center
- Residence Status “Student”
- Life in Japan
 - Procedures After Arrival
 - Part-time Work
- Financial Support
- How to Contact the International Center
- Conclusion

Role of the International Center

■ 3 Main Supports

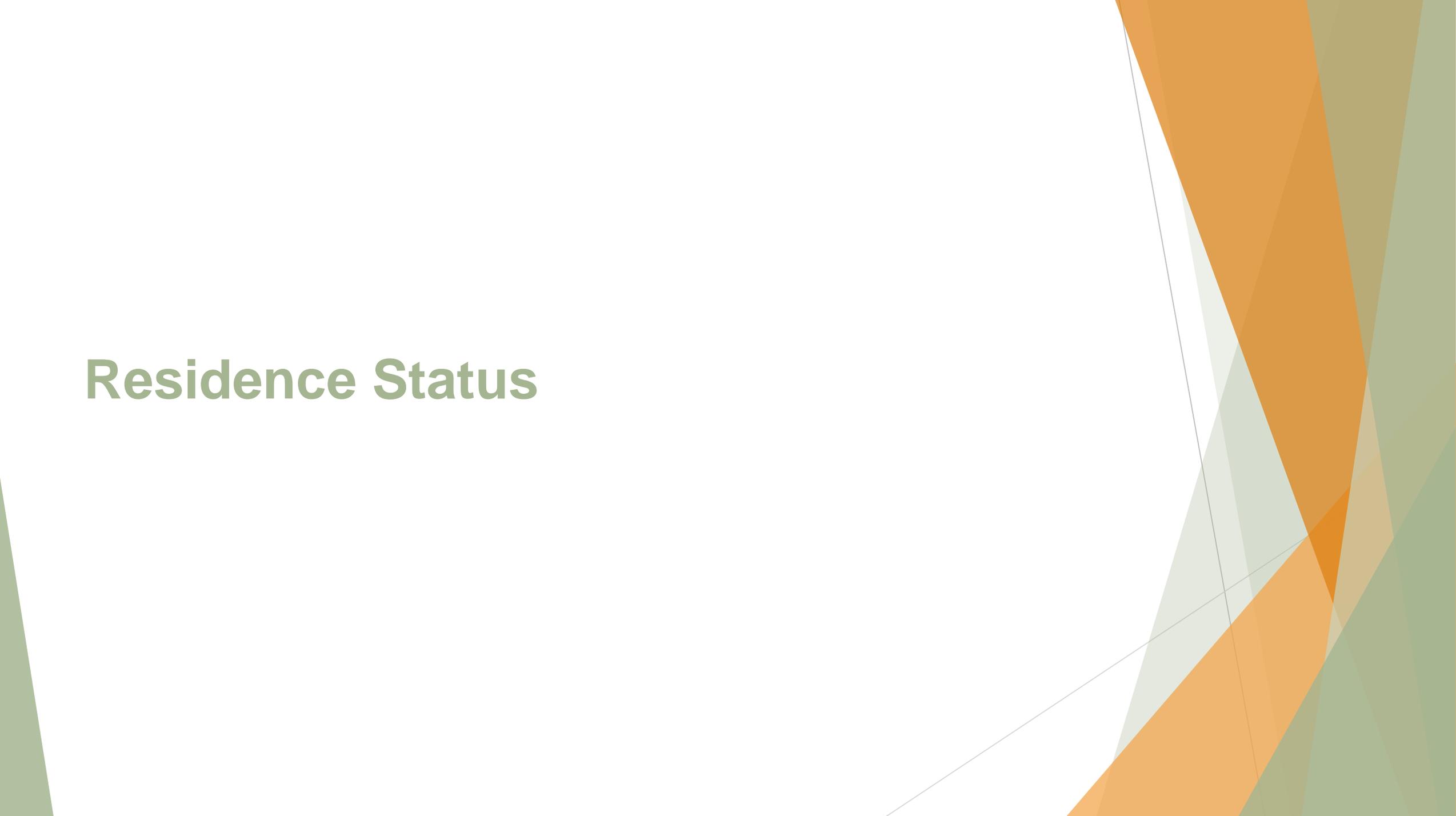


■ Important Notes:

- Academic studies and research are the core of your study abroad experience.
- The “Student” visa is for studying in Japan.
- Poor academic performance may prevent you from renewing your residence card.
- Managing your lifestyle and finances is also important.

*We also provide support for international exchange events, international dormitories, and study abroad opportunities.

Residence Status

The background features abstract, overlapping geometric shapes in shades of orange and green, primarily concentrated on the right side of the page. The shapes are semi-transparent, creating a layered effect. The overall design is clean and modern.

Residence Status “Student”

■ What is the Residence Status of "Student"?

- Necessary for continuing your studies in Japan.

■ Important Points

- Residence Card : **Always carry with you**
- Check the expiration date 👁️ 👁️ ➡️ Renew your residence card before it expires!

■ Things to Be Careful About ⚠️

- When residence status is cancelled or cannot be renewed
➡️ You will no longer be allowed to stay in Japan and need to return to your home country.

The residence period differs by individual.

Make sure to fully understand the rules and procedures!

What is a Residence Card?

Front

- ① Residence Card Number
- ② Name
- ③ Date of Birth • Gender • Nationality • Region
- ④ Address : Changes need to be updated if you move.
- ⑤ Residence Status
- ⑥ Period of Stay (Expiration Date) : **Renewal procedures must be completed before this date.**
- ⑦ Type of Permission / Date of Permission

Back

- ⑧ Address
- ⑨ **Employment Restrictions** : **You cannot work part-time without permission!**

※ Image is quoted from the right-side webpage. : [在留カードとは? | 出入国在留管理庁 \(moj.go.jp\)](https://www.moj.go.jp/immigration/entry/entry.html)



Residence Card Renewal Procedures

- Be sure to complete the renewal procedures before your residence period expires!
- You must handle the procedures **YOURSELF!** (The university will not process it for you.)

If the residence period expires, you cannot stay in Japan!

■ Renewal Process

- ① Submit the materials to the International Center → Receive the required documents.
- ② Submit the application documents to the Immigration Office.

**You can start the renewal procedures 3 months before the expiration date.
Complete the process early!**

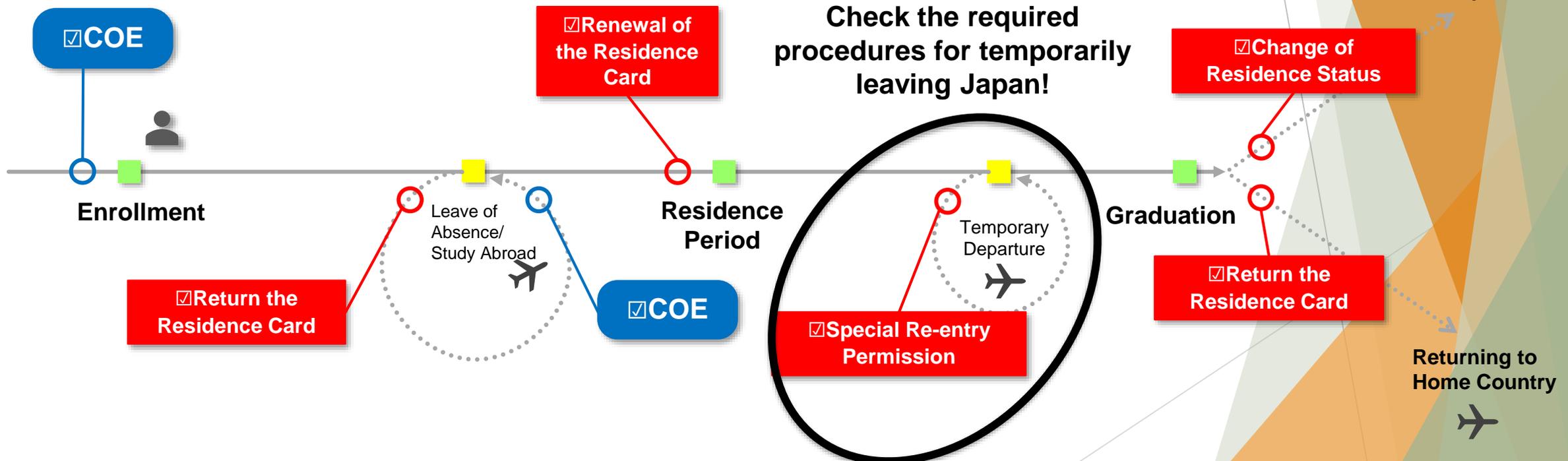


For detailed procedures

Procedures and Timing Related to Residence Status

 ...Procedures to be handled by the student

 ...Procedures to be handled by the university on behalf of the student



**If you have any questions, please consult the Immigration Bureau or the International Center.*

Request from the University

- **Our Role** : The university ensures proper understanding and management of the international students' residence status information.

- **What We Ask of You:**

- ◆ **Submission of a Residence Card Image**
【When】

- After enrolling
- After renewing your Residence Card
- Every April

- ◆ **Where to submit**



- ◆ **Response to the monthly "Attendance Confirmation" survey.**

If not submitted, you may be reported as "missing," which poses risks to you.

Life in Japan

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After Arriving in Japan

■ Necessary Procedures

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | ①  | Resident Registration |
| <input type="checkbox"/> | ②  | National Health Insurance Enrollment |
| <input type="checkbox"/> | ③  | National Pension Enrollment (※For those 20 years or older) |

■ When

- Within 14 days after entering Japan

■ Where to Complete the Procedures

- At the nearest Ward Office / City Hall

Procedures After Entering Japan

No.	Procedure	Remarks
① 	Resident Registration	<ul style="list-style-type: none">Request the issuance of a resident certificate (fee required) → Submit a copy of the resident certificate to the university (Graduate students: online / Undergraduate students: Manabi Station [BKC: Undergraduate/Graduate School Office])
② 	National Health Insurance Enrollment	<ul style="list-style-type: none">This is a public insurance system where your out-of-pocket medical expenses at hospitals are 30%. If you are not enrolled, you will bear the full costInsurance payment slips are sent every JuneComplete and return the "Income Declaration Form" sent every March<ul style="list-style-type: none">The insurance premium is based on your previous year's income, so be sure to declare it. → If you do not report, the insurance fee may be higher!
③ 	National Pension Enrollment (*For those 20 years or older)	<ul style="list-style-type: none">(For regular students only) If you apply for "Student Payment Exemption System", your pension payment will be deferred <p>[Note] ②National Health Insurance is a separate system from National Pension (Do not confuse them!)</p>

When Visiting the Hospital:
You will need your **My Number Card**
(or **Health Insurance Eligibility Certificate**)!

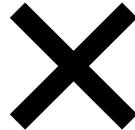
Part-Time Work

■ Before Starting a Part-Time Job

① Obtain "Permission for Activities Outside the Status of Residence"

- Working hours: Up to 28 hours per week
- ✘ During long vacations (spring break, summer break), up to 8 hours per day

② Do NOT engage in the following types of part-time jobs:



- Businesses involved in adult entertainment (including cleaning and dishwashing jobs)
- Gambling-related establishments, such as pachinko parlors or casinos

** Night-time jobs (from 10:00 PM to 5:00 AM) may affect academic performances, so please refrain from engaging it.

Follow the Rules and Work Responsibly!

Violating these rules may lead to the revocation of your residence status.
If you have any questions, please feel free to consult the International Center.

Disaster Preparedness

■ Disaster Prevention Guide

<https://en.ritsumeai.ac.jp/disaster/>



■ For Example:

- Where are the evacuation points on campus?
- What should you do if an earthquake occurs?
- What should you do if a typhoon or prolonged heavy rain brings danger?
- What should you do if a fire breaks out?
- What evacuation supplies are necessary?

Be prepared in advance for possible disasters!

Financial Support

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Financial Support ①: Tuition Reduction



■ Tuition Reduction Application Process <https://global.support.ritsumeai.ac.jp/hc/en-us/sections/360012032593>

※Tuition reduction system is scheduled to end in the 2026 academic year.

□ First Year (Upon Enrollment)

- Undergraduate Students: : Tuition reduction decision is made before enrollment.
(*From the second year onwards, an annual application is required.)
- Graduate Students :
 - Category I (100% Reduction) : Tuition reduction decision is made before enrollment.
 - Category II (20% Reduction) : Application required after enrollment.

□ Second Year and Beyond

- Undergraduate / Graduate Students: : Annual application required for tuition reduction each year.

■ Application Period

- For April Enrollment: (Annual application period) Early April
- For September Enrollment: (Annual application period) Late September to Early October
(For students returning from leave of absence or re-enrollment, the application period is based on the semester of return.)

Application period for the Spring Semester 2025:

From 1:00 PM on Wednesday, April 2, 2025, to 5:00 PM on Thursday, April 10, 2025

Financial Support ①: Scholarship

■ Scholarship Application Process

<https://global.support.ritsumeai.ac.jp/hc/en-us/sections/360010906034>



■ Important Notes

- Scholarship Applications and Tuition Reduction Applications are separate processes.
- If applying for both, a separate form must be completed for each.

■ Application Period

- For April Enrollment: (Annual application period) Early April
- For September Enrollment: (Annual application period) Late September to Early October
(For students returning from leave of absence or re-enrollment, the application period is based on the semester of return.)

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How to Contact the University & International Center

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How to Contact the International Center

■ Online Support Desk



No need to visit in person!
Ask Online!

Beyond
Borders



The screenshot shows a web interface for the 'Beyond Borders' online support desk. It features a search bar at the top, followed by several input fields for user information, and a '検索' (Search) button. The interface is clean and professional, with a red header bar.

■ In-Person Support at the International Center

◆ KIC/BKC

- Opening Hours: Monday to Friday 10:00AM~5:00PM (Thursdays: 12:30PM~5:00PM)
※Closed for lunch break from 11:30 AM – 12:30 PM
※During long breaks: 1:00 PM – 5:00 PM

◆ OIC

- Opening Hours: Monday to Friday 9:30AM~5:00PM (Thursdays: 12:30PM~5:00PM)
※Closed for lunch break from 11:30 AM – 12:30 PM

◆ Locations:

- Kinugasa Campus (KIC): Meigakukan 1st Floor
- Biwako-Kusatsu Campus (BKC): Central Arc 2nd Floor
- Osaka-Ibaraki Campus (OIC): A Building 1st Floor, AS Office

International Student Support Coordinator

Feel free to reach out if you have any questions or issues. We're here to help!

Who to Contact for Assistance ?

Try consulting the 'International Student Support Coordinators' at each campus!

■ Consultation Methods

- Individual Consultations (Zoom • In-Person • Email)
- Pre-appointment: You can also make a reservation using the QR code below.



■ Contact Information

- Kinugasa Campus (KIC): Meigakukan 1st Floor
- Biwako-Kusatsu Campus (BKC): Central Arc 2nd Floor
- Osaka-Ibaraki Campus (OIC): A Building 1st Floor, AS Office

University Communication Channels

■ manaba+R

- <https://www.ritsumei.ac.jp/ct/>
- This is a bulletin board where various university-related information will be posted.

■ University Email (@ed.ritsumei.ac.jp)

- <https://portal.office.com/>
- Check your email regularly, including messages sent via mailing lists for procedures such as residence card.

■ Online Support Desk

- <https://global.support.ritsumei.ac.jp>
- When you receive a message here, a notification will be sent to your university email.



You will need your **RAINBOW User ID & Password** to log in.



Remember to check these daily!

Important Websites

■ Online Support Desk

- <https://global.support.ritsumeai.ac.jp>
 - Frequently Asked Questions from international students
 - Quick Guide for international students
 - Can submit questions and required documents here

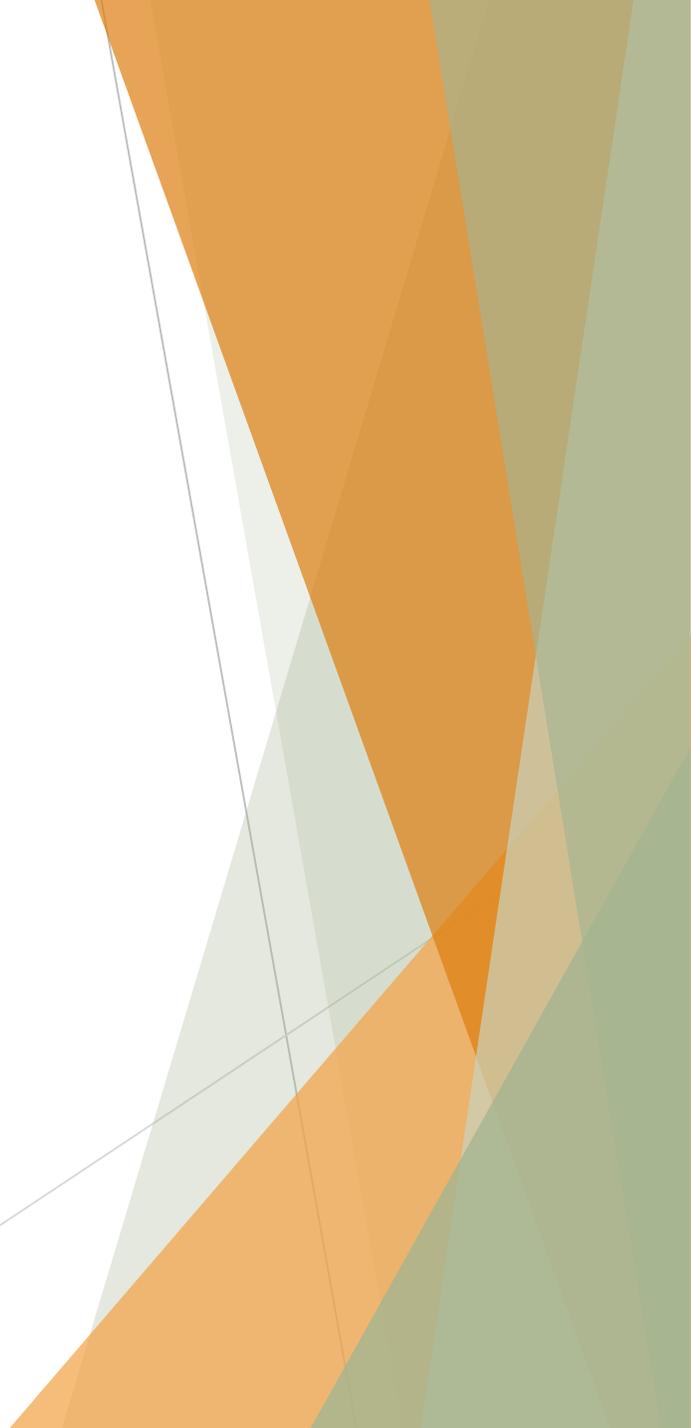
For the details of the orientation, please check the following page.
<https://global.support.ritsumeai.ac.jp/hc/en-us/articles/38214178588307>

■ Startup Website for New Students

- [2025 Startup site Guide for New Students](#)
 - A website full of essential information for new students.



Conclusion



Summary

■ Key Points to Remember

- Always carry your residence card with you.
- Make sure to renew your residence card before it expires.
- Follow the rules for part-time jobs.
- If you have any questions, consult the International Center first.

**Follow the rules of Japan and the university,
and have a fulfilling study abroad experience!**

BBP (Beyond Borders Plaza)



A place for students, created by students, for the benefit of students.

Meet Students from Other Faculties and Graduate Schools!

[BBP - Beyond Borders Plaza | 立命館大学 \(ritsumei.ac.jp\)](http://bbp.ritsumei.ac.jp)

Check the website for
the latest events!

**Explore learning opportunities through campus facilities and activities.
Step out and take on new challenges!**

Wishing You a Fulfilling Study Abroad Experience at Ritsumeikan University

International Center

