

**AY2026 Spring Semester
New International Students
Orientation**

**Tuesday, March 24, 2026
Ritsumeikan University International Center**

Agenda

- ▶ **Part 1**
- ▶ **Introduction**
- ▶ **Student Life**
- ▶ **Career Guidance**
- ▶ **Medical Services & Illnesses**
- ▶ **Part 2**
- ▶ **Residence Status, Life in Japan, How to Contact International Center etc.**

Part 1

- ▶ **Student Office**
- ▶ **Career Center**
- ▶ **Medical Service Center**

Part 2

Topics Covered by the International Center

- ▶ **About the International Center**
- ▶ **Residence Status “Study”**
- ▶ **Life in Japan**
- ▶ **Financial Support**
- ▶ **How to Contact the International Center**
- ▶ **International Student Support Coordinator**
- ▶ **Useful Information**
- ▶ **Beyond Borders Plaza (BBP) Events Information**

01

About Us

International Center

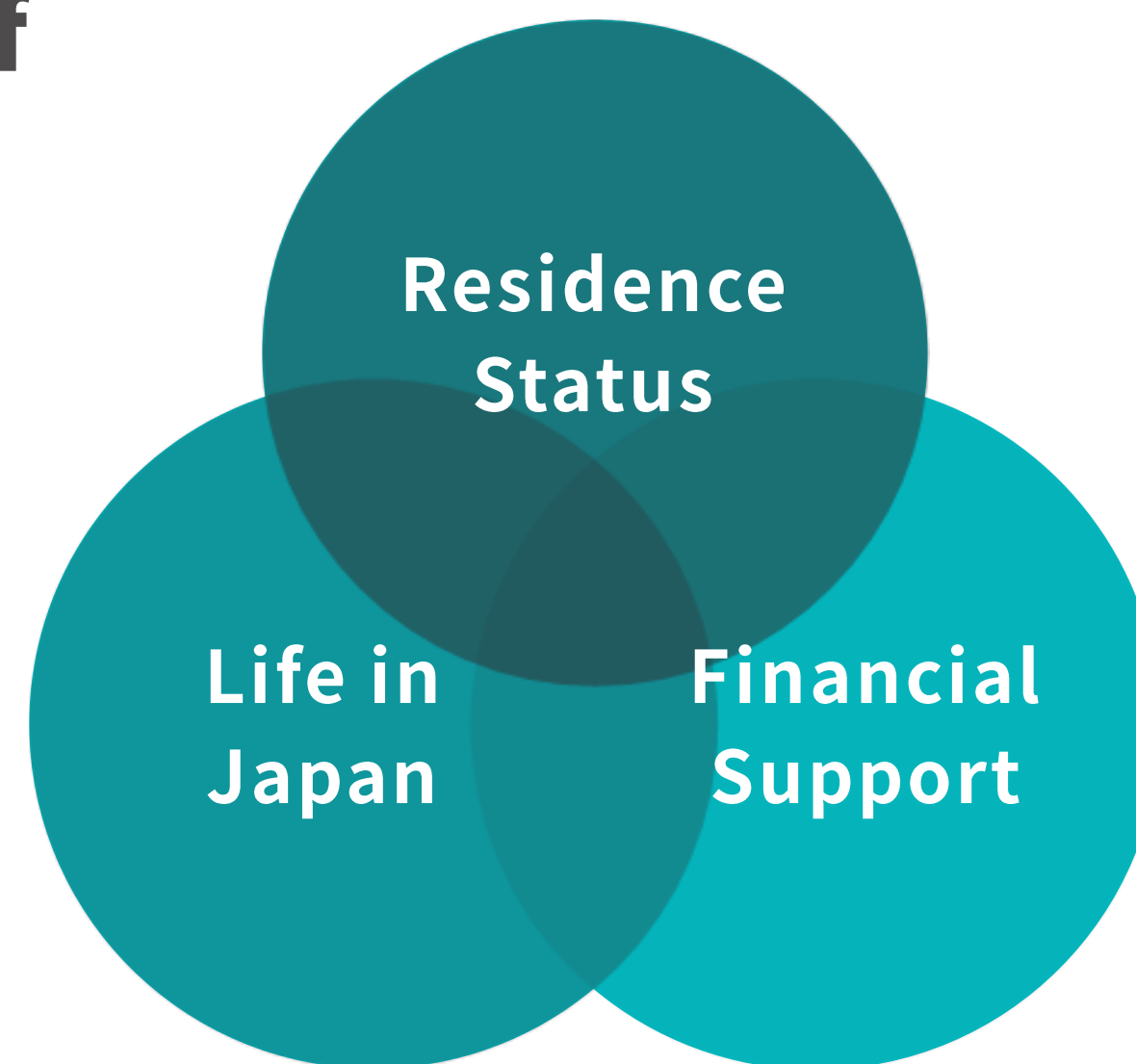
▼ International Center Supports You

“Your Studies Are a Key Part of Student Life”

Our support focuses on three areas:
residence status, daily life, and financial
support.

With a “Student” visa, academics must be
your top priority—poor performance may
affect renewal.

Stay healthy, manage your finances
carefully, and reach out to us whenever
you need help.



▼ Online Support Desk

▶ Online Support Desk



 Information for Incoming Students

[For AY2026 March, New International Students](#)

You can also review today's orientation contents
on this page.



▼ Online Support Desk

What You Can Do:

- ① Check FAQs (frequently asked questions)
- ② Submit questions or documents via the web form
- ③ View message exchanges with the International Center

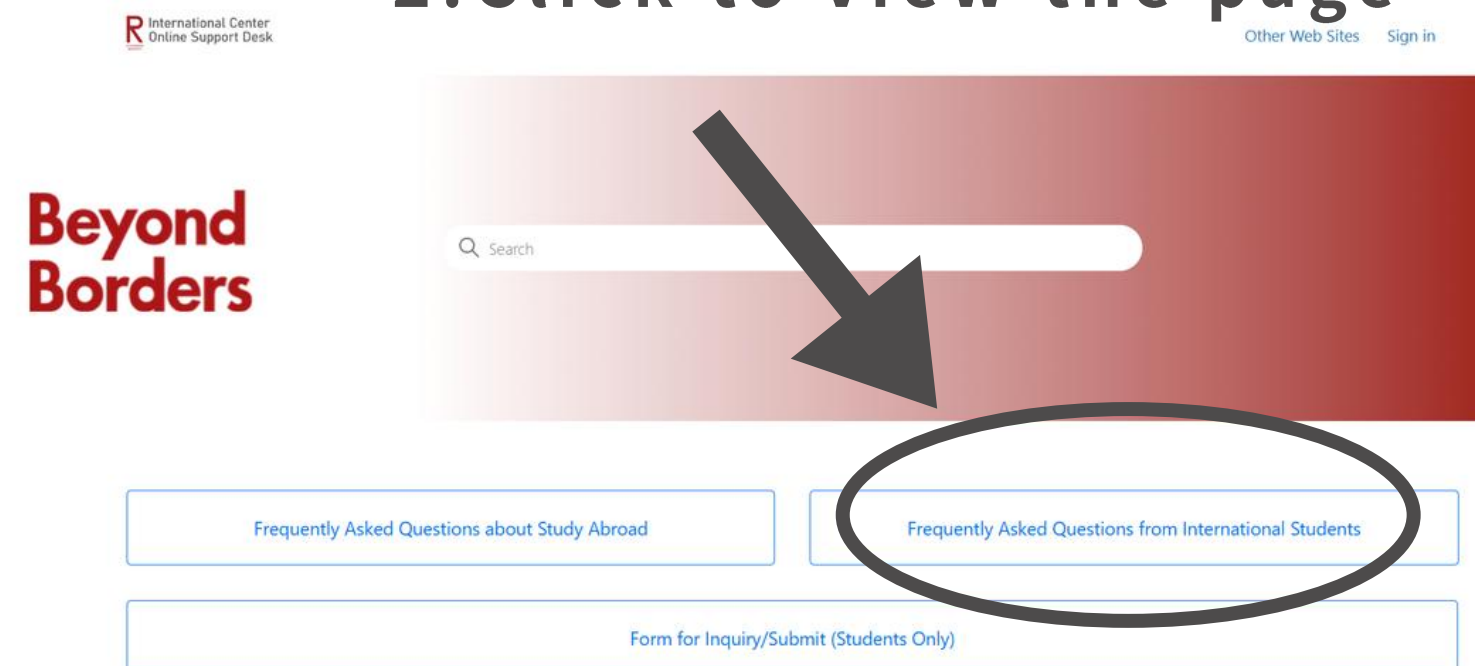
① How to Check FAQs No Sign-in Required

1. Scan the QR code (or use the link)



<https://global.support.ritsumei.ac.jp/hc/en-us>

2. Click to view the page

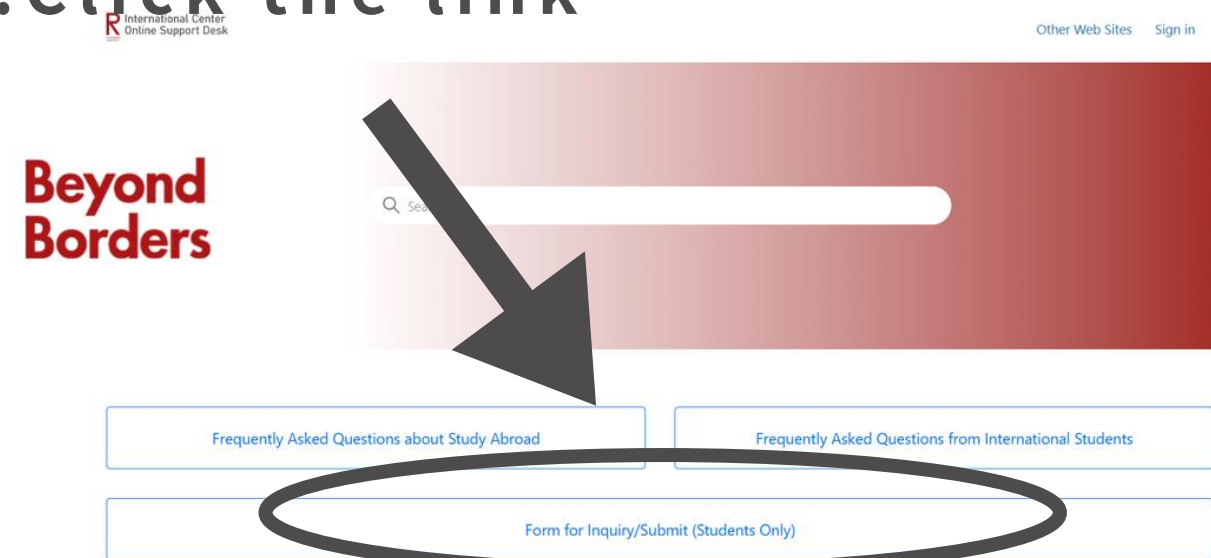


Online Support Desk

② How to Submit Questions or Documents (Web Form)

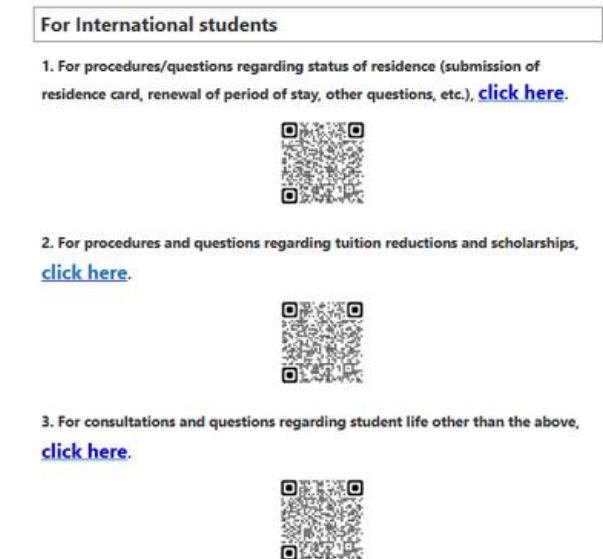
Sign in with your Rainbow ID and password

1. Click the link



2. Select the appropriate form for your question or submission

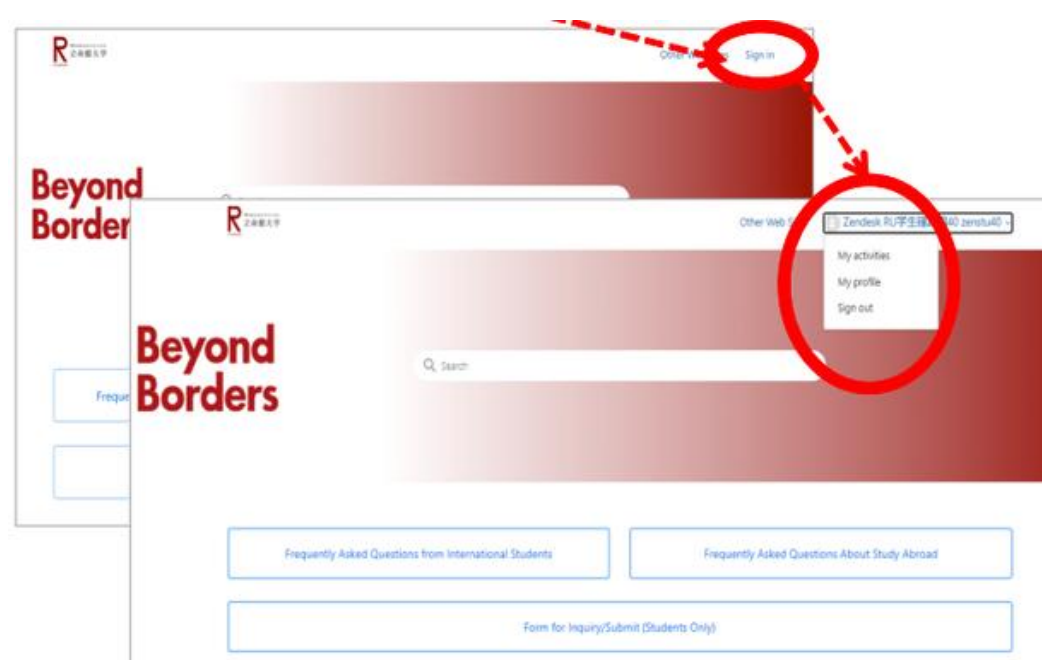
Form for Inquiry/Submit (Current Students Only)



③ How to Check Messages from the International Center

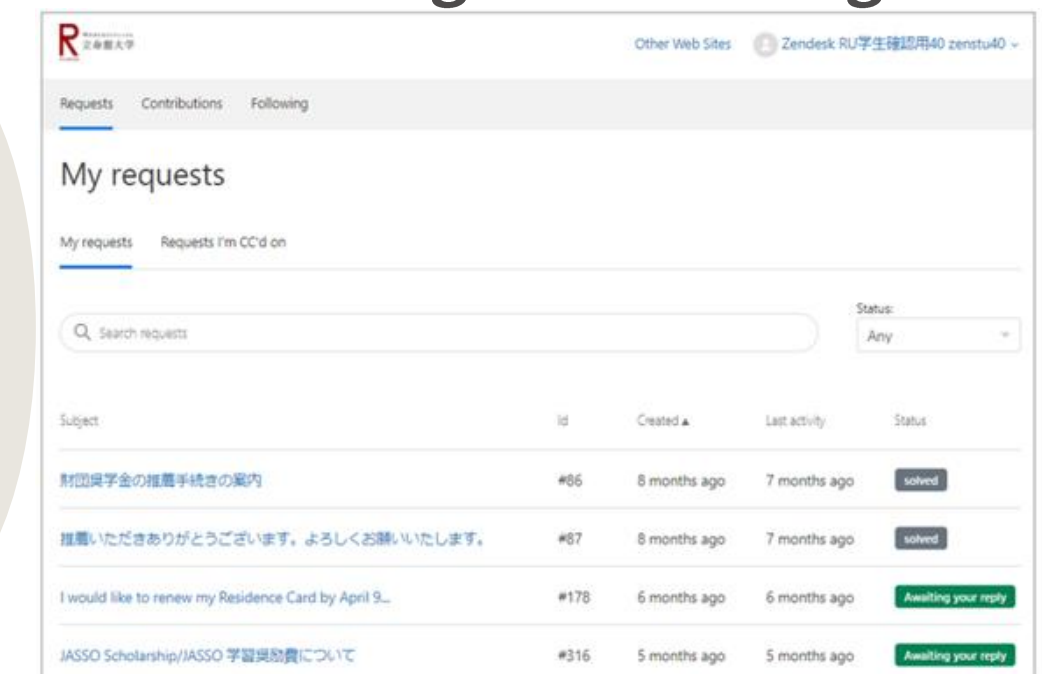
Sign in with your Rainbow ID and password

1. After signing in, click “My Activities”



2. View the list of message exchanges

When you receive a message, a notification will be sent to your university email.



02

Residence Status

“Study”

▼ Residence Status “Student”

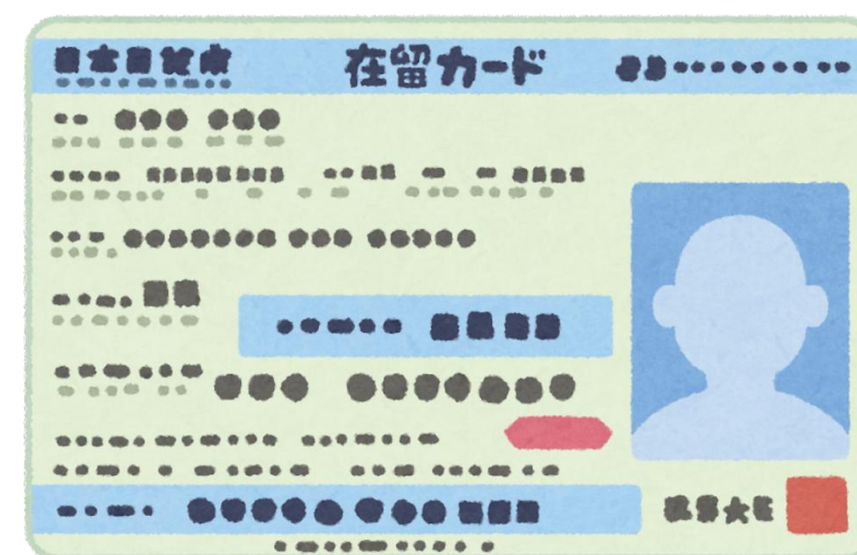
**WHAT IS THE
“STUDENT”
RESIDENCE STATUS?**

Required for studying
in Japan.



**WHAT IS A
RESIDENCE CARD?**

Always carry your
Residence Card.



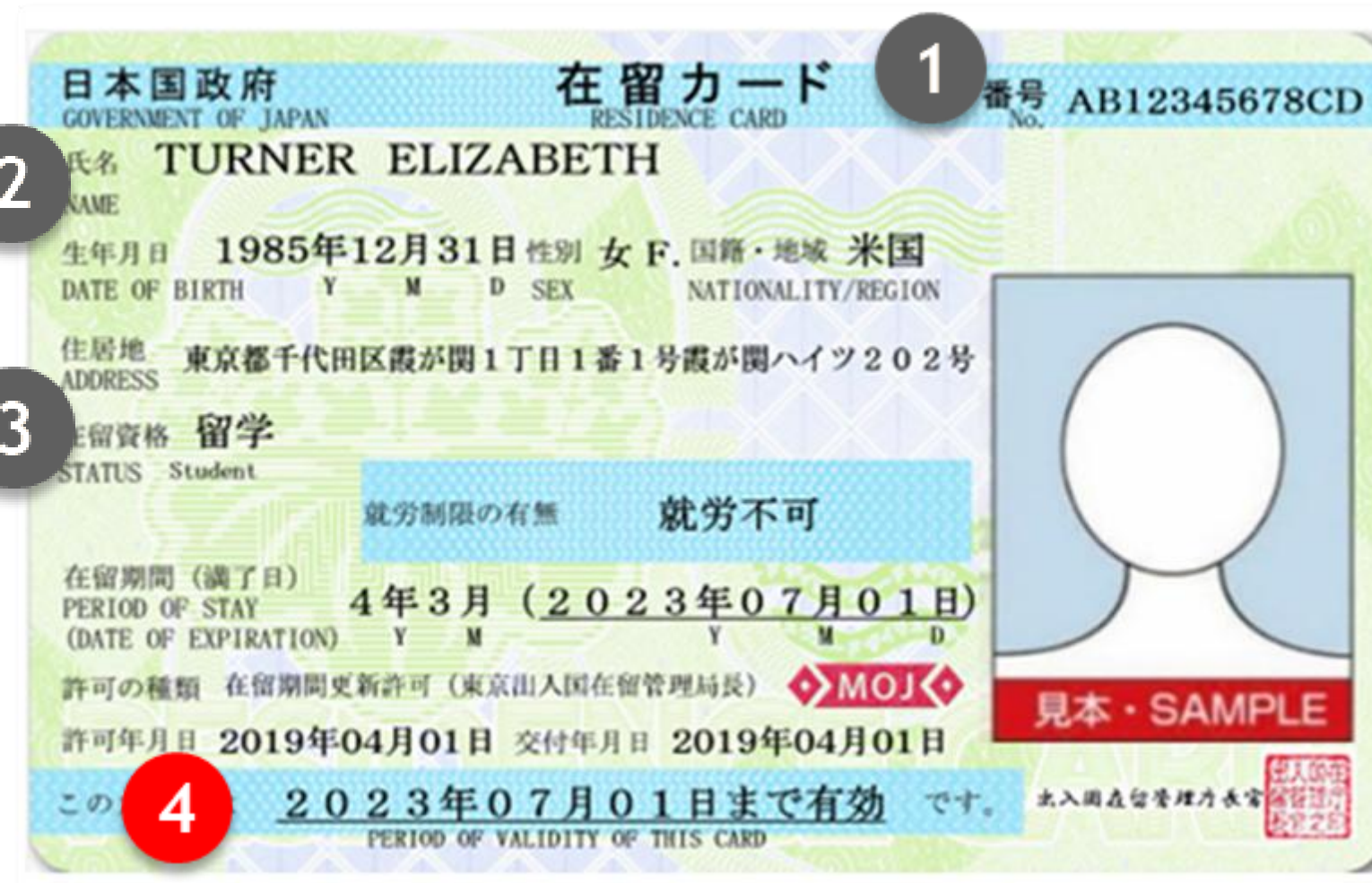
Residence Card

Front

- ① Residence Card Number
- ② Name / Date of Birth / Nationality / Address
- ③ Residence Status
- ④ **Period of Stay (Expiry Date)**

Back

- ⑤ Registered Address
(Updated here if your address changes)
- ⑥ Permission for Part-time Work



Do not write your address by yourself.
(The city/ward office will print it for you.)

▼ Renew Your Residence Card

CHECK YOUR EXPIRATION DATE!



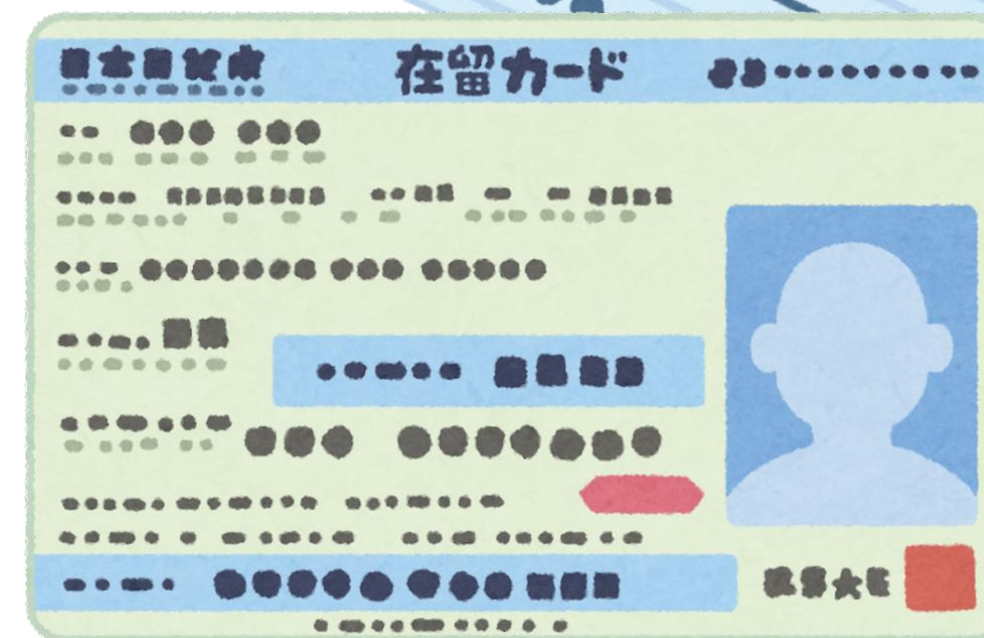
**Renew
before it expires!**



Apply by yourself!

If your residence status expires, you cannot stay in Japan.

Renewal is possible from 3 months before the expiry date — apply early!

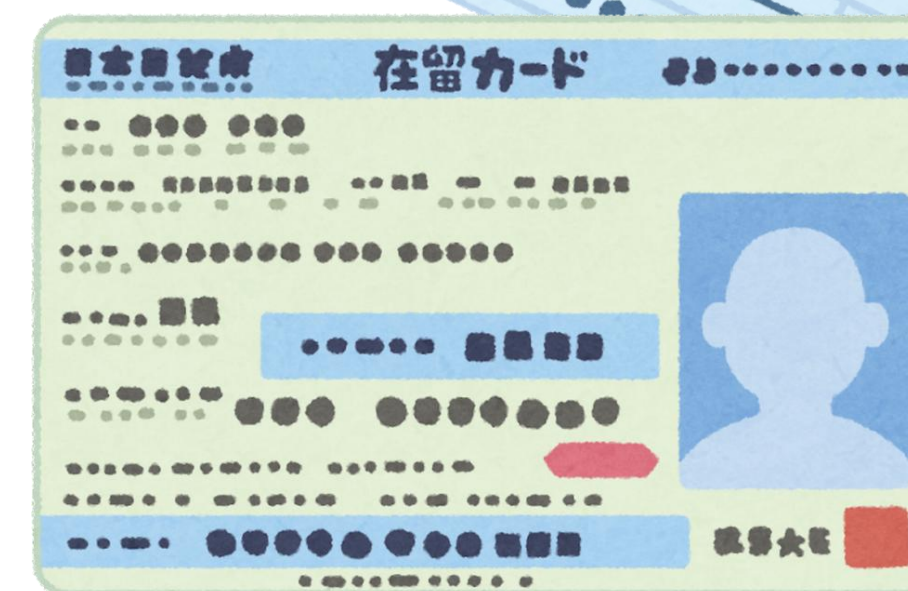


[How to Renew](#)



▼ Submit Your Residence Card

As your host institution, the university must keep accurate records of your residence status. Make sure to submit images of both sides of your residence card in the following cases:



Every April



When you renew or change your card

Submit [here](#)



ALL INTERNATIONAL STUDENTS

ACADEMIC YEAR 2026

RESIDENCE STATUS & RESIDENCE CARD CONFIRMATION SURVEY

The International Center conducts this survey every April as required by the Ministry of Education, Culture, Sports, Science and Technology (MEXT). The purpose is to confirm the residence status of students studying in Japan under the residence status "Student".

All non-Japanese students, regardless of residence status, are required to respond to this survey.

- If you do not respond, you may be contacted by email or phone.
- Students with Japanese nationality are not required to respond.

RESPONSE DEADLINE : Fri. APRIL 10

IMPORTANT

Students with residence status "Student" must submit residence card image data. Failure to submit the required images by the deadline may affect tuition reduction and external scholarship screening.

HOW TO RESPOND

◆ Students with residence status "Student"

Please submit images of both the front and back of your Residence Card via the web form.

https://global.support.ritsumeai.ac.jp/hc/en-us/requests/new?ticket_form_id=360006867793



Be sure to include the back side with your address printed on it!



※New students must complete resident registration at their city/ward office and have their address printed on the back of the Residence Card.

If you cannot meet the deadline, April 10, please submit it by Friday, April 17.

※The submitted images will be used for internal university purposes only and will not be shared externally.

◆ Students WITHOUT residence status "Student"

Please answer the following web form regarding your current residence status.

<https://forms.office.com/r/r9Rv9XWISi>

※Submission of Residence Card images is not required.



▼ Part-time Work

To start a part-time job,

“Permission to Engage in Activity Other Than That Permitted” must be obtained

Working Hours : Up to 28 hours per week

Up to 8 hours per day during long vacations (summer, winter, spring)

Check the “Academic Calendar” on the university website for vacation schedules

 Jobs you are NOT allowed to do:

 Businesses related to adult entertainment
(even cleaning or dishwashing is not allowed)

 Pachinko, casinos, or other gambling facilities

 Work between 10:00 p.m. and 5:00 a.m



Example of [part-time job search website](#)

▼ Part-time Work

“**Permission to Engage in Activity Other Than That Permitted**” must be obtained by applying at the Immigration Services Agency.

住居地記載欄		
届出年月日	住居地	記載者印
2019年4月1日	東京都港区港南5丁目5番30号	東京都港区長
資格外活動許可欄		
許可: 原則週 28 時間以内・風俗営業等の従事を除く		



Check [the Immigration Services Agency website](#) for application procedures

Once approved, a stamp will be added to the back of your Residence Card

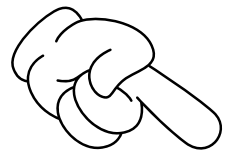
⚠ When you renew your Residence Card, make sure to renew this permission as well.

▼ Residence Status Procedures

The procedures you may need to complete at various times are listed here.

If you have any questions, please contact the International Center.

[Timing for Residence Procedures](#)



▲ Notification of Affiliated Institution

If you are entering Ritsumeikan University from another school or company, please complete the procedure to update your affiliation.

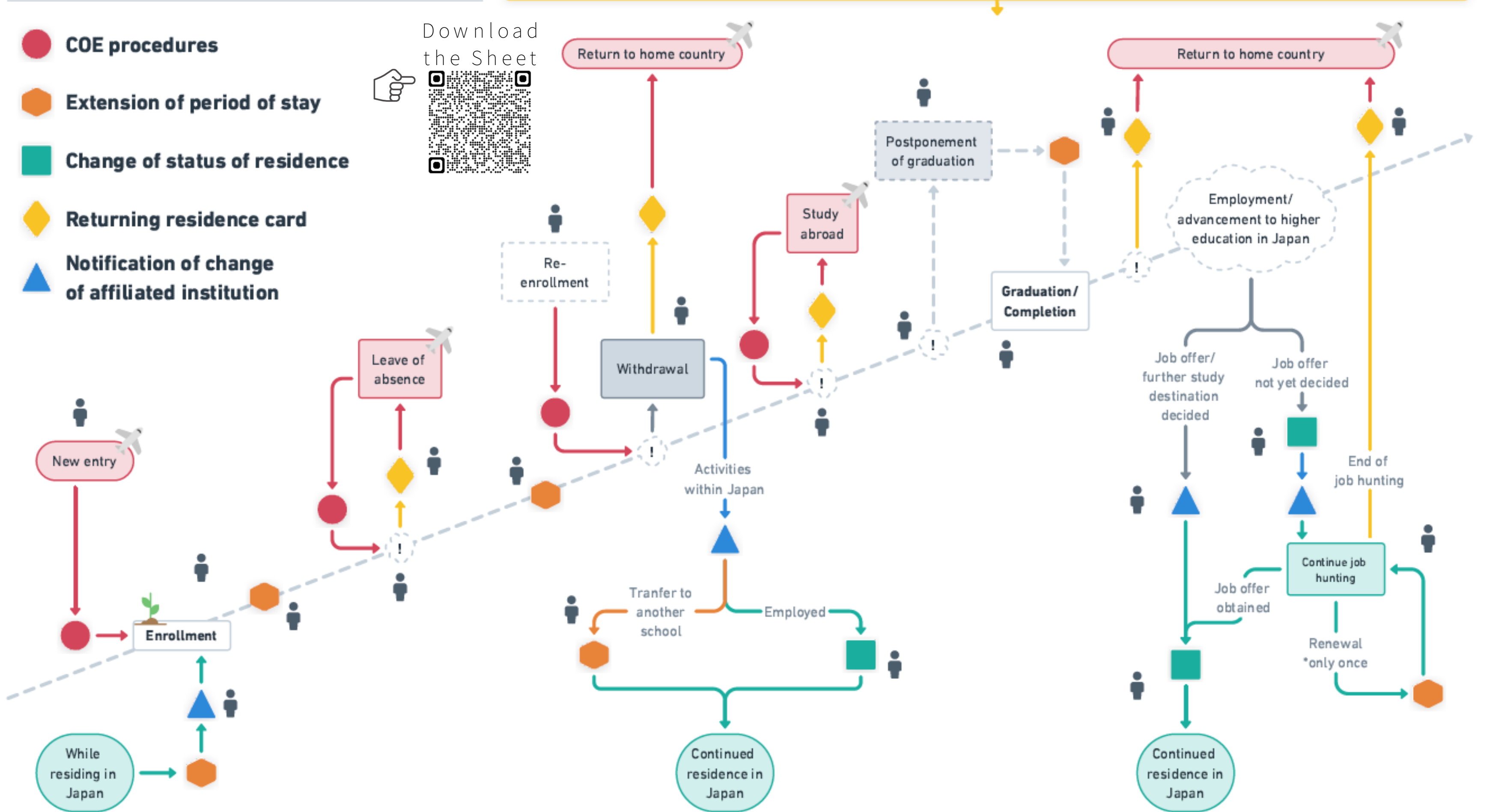
[How to Apply](#)



! Status of Residence Procedures

This diagram is based on typical cases. Depending on individual circumstances, the required procedures may differ. Furthermore, this does not guarantee that applications will always be approved. In particular, parts marked with a "!" may involve irregular procedures, so please consult with the International Center and the Immigration Bureau in advance as early as possible.

- COE procedures
- ⬡ Extension of period of stay
- Change of status of residence
- ◆ Returning residence card
- ▲ Notification of change of affiliated institution



COE procedures

To receive education at a Japanese university, you must obtain a student visa and enter Japan.

To apply for this visa, you must first obtain a Certificate of Eligibility (COE) issued by the Immigration Services Agency of Japan.

Because it is difficult for prospective enrollees living outside Japan to apply for a COE from within Japan, the International Education Center will act as a proxy applicant. Please check the required procedures on the page below.



*International Center webpage

Extension of period of stay

You can apply to extend your period of stay from three months before the expiration date shown on your residence card.

Even if you exceed the expiration date by one day, it constitutes illegal overstay. Be sure to apply to extend your period of stay at the Immigration Services Agency by the expiration date.

To renew the period of stay for the "Student" status, documents prepared by your university (your affiliated institution) are also required. These documents are issued by the International Education Center. Check the steps on the page below and proceed with the renewal.



*International Center webpage

Change of status of residence

After you finish your studies—such as by graduating, completing, or withdrawing—your basis for staying in Japan under the "Student" status no longer exists. If you wish to continue staying in Japan, you must change to a new status of residence.

Regarding status change after graduation/completion: If you engaged in job-hunting activities but did not secure employment by graduation/completion and wish to continue job hunting after graduation, you may be permitted to change to the "Designated Activities" status if certain conditions are met.



*International Center webpage

Returning your residence card

Depending on changes in your academic situation, you may be required to return your residence card.

In addition to cases where you finish your studies and leave Japan, if you take a leave of absence or study abroad overseas for an extended period, you no longer need to remain in Japan. Therefore, as a general rule, you must leave Japan and return your residence card, even if time remains on your current period of stay.

The required procedures may vary depending on your situation and conditions. For certainty, please consult the Immigration Services Agency yourself.



*Immigration Services Agency webpage

Change of affiliated institution

When your affiliated institution in Japan changes due to enrollment or graduation, you must file a notification.

For new students from another school in Japan, you must notify the Immigration Services Agency (ISA) within 14 days after the change of affiliated institution. If you will continue to reside in Japan after graduating/completing from this university, you must also notify the ISA within 14 days after graduation.

Failure to submit this notification may disadvantage you in residence-related applications. Be sure to file the notification.



*International Center webpage

03

Life in Japan

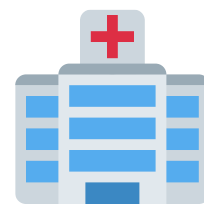
For International Students

▼ After Entering Japan

4 Required Procedures



**RESIDENT
REGISTRATION**



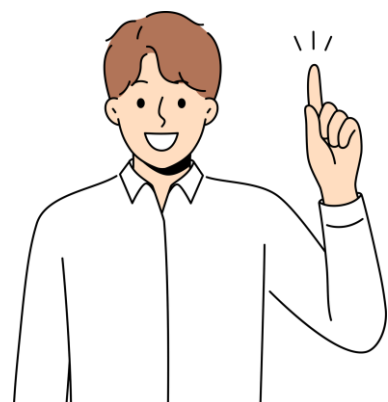
**NATIONAL
HEALTH
INSURANCE**



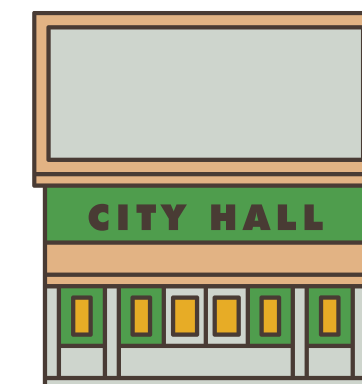
**NATIONAL
PENSION**



**OBTAIN “MY
NUMBER CARD”**



Within 14 days after deciding your address in Japan, complete these procedures at your local city/ward office.



▼ What Procedures Do You Need?



RESIDENT REGISTRATION

Report your address at the city/ward office.

Obtain a Residence Certificate (住民票) and submit a copy to the university.

Submission: Upload a digital copy via Campus Web.



NATIONAL HEALTH INSURANCE

Once enrolled, you pay 30% of medical costs at hospitals.

About one month after enrollment, you will receive your first insurance payment notice. Every year around June, a new notice will arrive.

Pay by the due date, monthly or in a lump sum at convenience stores.

In March, you will receive an Income Declaration Form at home. Make sure to complete and return it.

! Your premiums will be higher if you don't return it.

No insurance =
100% costs!

OBTAIN “MY NUMBER CARD”

At hospitals

MY NUMBER CARD (or HEALTH INSURANCE CERTIFICATE) is required

It is an ID card for residents in Japan that contains a 12-digit “My Number” and, with a photo, serves as an official ID.

When
do you
use it?

- As a health insurance card at hospitals and pharmacies
- For procedures at the city/ward office, such as obtaining a Residence Certificate



How to apply?

Check your city/ward office or its website for details.

Official notices from the city/ward office are mailed to your home.
Don't forget to check your mailbox regularly.



▼ What Procedures Do You Need?



NATIONAL PENSION (AGE 20+)

Students may receive full exemption or deferral of pension premiums. Apply together with enrollment. **Your student ID** is required for the application.

- Regular students: Special Payment System for Students
- Non-regular students: Exemption/Payment Postponement



To receive an exemption or deferral, you must apply **every year**.

When you receive this application postcard, **fill it out and return it**.

Don't forget to return the postcard!

国民年金保険料 学生納付特例申請書

※令和5年度と同じ学校等に在学される方がご利用いただける申請書(ハガキ)です。
以下の箇所に記入をお願い致します。

届書コード: 56237 事務所コード: [] 基礎年金番号: [] 生年月日: []

申請者記入欄

学校の名称: [] 在学予定年月(初): []

学校の所在地: 都道府県 [] 市区町村 []

在学予定年月 (入学年月) 平成・令和 年 月 入学 (卒業予定年月) 令和 年 月 卒業予定 職員確認

学生納付特例申請期間 令和 6 年 4 月 から 令和 年 月 まで ← 今回の申請は最長で令和7年3月までとなります。

前年所得 1. なし 2. あり (128万円以下) 3. あり (128万円超) ⇒ 16歳以上19歳未満の扶養親族 【 あり (人) ・ なし 】

上記のとおり国民年金保険料学生納付特例を申請します。
この申請に必要な所得情報等の確認を市区町村(前住所地等を含む)および令和 年 月 日 日本年金機構に委託します。

住所 (住民票の住所) [] [] [] [] 令和 年 月 日 日本年金機構理事長あて

被保険者氏名 (学生ご本人の氏名) [] (電話 [] - [] - []) 受付年月日 [] [] []

*所帯に関する情報について、関係法令に基づき、申告義務がある場合には、正しく申告する必要があります。

*Image source: [Japan Pension Service website](https://www.nippon-pension.go.jp/)

04

Financial Support

Tuition Reduction / Scholarship

For Regular Students Holding
a “Student” Status of Residence

▼ Tuition Reduction

[Application Guidelines
& How to Apply](#)



Overview

A program that reduces all or part of tuition fees.

- ! Available only for privately financed international students. Not available for MEXT scholarship students or students whose tuition is covered by a sponsor.
- ! The program details may be revised from AY2027 onward.

Undergraduate

1st year: Tuition reduction is decided before admission based on entrance exam results

From 2nd year: Students can apply each year

Graduate

Apply after enrollment (if you wish)

From 2nd year: Students can apply each year.

Students granted a 100% tuition reduction before enrollment are not eligible.

 New graduate students and returning students enrolling in April must apply during the following period:

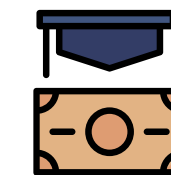
APPLICATION PERIOD: APR. 2 (THU), 13:00 – APR. 10 (FRI), 17:00

RESULT ANNOUNCEMENT: MAY. 15 (FRI), 2026 (PLANNED)

Application for Registration as a Candidate for University-Recommended Scholarships



[Application Guidelines & How to Apply](#)



Overview

Undergraduate Graduate

- For students who wish to apply for scholarships that require a university recommendation.
- The university will screen applicants, select candidates, and recommend them to the relevant foundation or organization.
- Only students selected as recommendation candidates will be notified individually.
- Application and selection schedules vary by scholarship, so the timing of result notifications is not fixed.



TUITION REDUCTION AND SCHOLARSHIPS ARE SEPARATE SYSTEMS. A SEPARATE APPLICATION IS REQUIRED FOR EACH.

A university recommendation does not guarantee that the scholarship will be awarded.

APPLICATION PERIOD: APR. 2 (THU), 13:00 – APR. 10 (FRI), 17:00

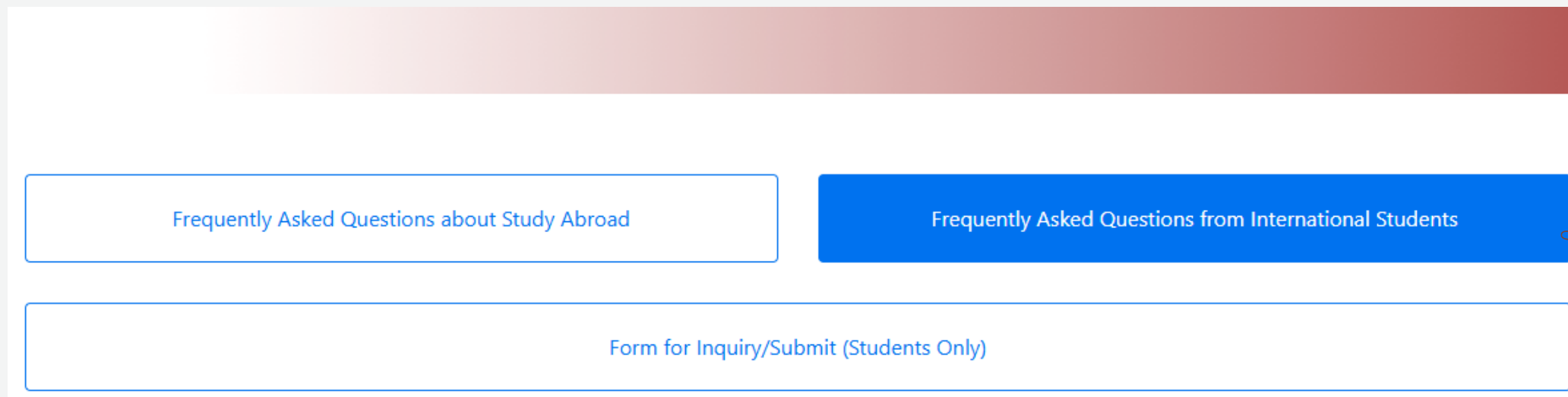
Result notification: Students selected as recommendation candidates will be notified individually once the decision is made.

05

How to Contact the International Center

Ways to Reach Us

▼ If you have questions or need help, check the FAQ first.



Frequently asked questions from international students—such as residence status, housing, and insurance—are compiled here.



Access here

▶ How do I renew my residence status?

📄 Status of Residence

Timing of procedures related to Status of Residence

[How do I extend my status of residence?](#)

What should I do if my status of residence or re-entry permit expires while I am away from Japan?

Reporting change of your host organization

How can I get the latest information on immigration procedures/policies/regulations?

▶ What should I do when visiting the doctor?

📄 Public Systems and Living Guidelines

Understanding National Health Insurance and National Pension

Guide to Medical Facilities and Services

My Number System: Essential Information for Residents in Japan

[Things that require special attention when living in Japan \(updated on Jan. 9, 2026\)](#)

▶ What should I do when moving?

🏠 Housing

[Essential Guidelines for Renting and Moving In/Out](#)

Rental Apartment and Guarantor Services

How do I look for housing in Japan?

Can I live in a university dorm?

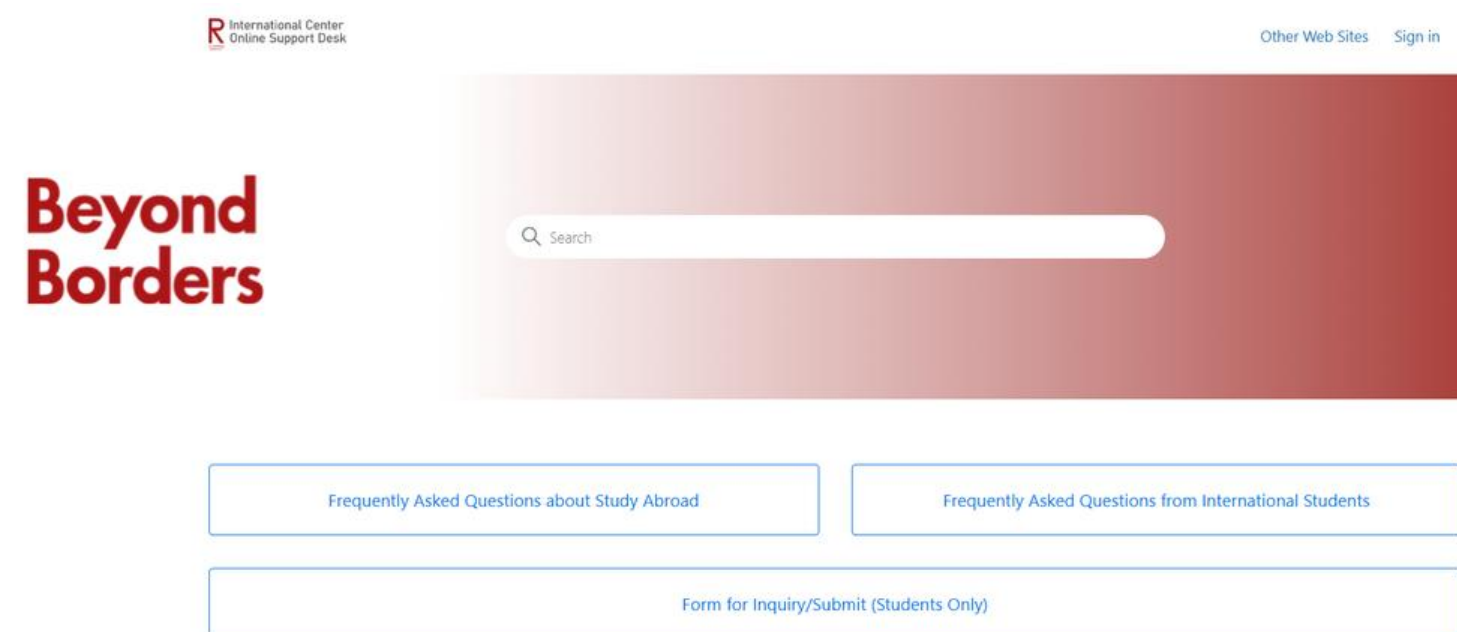
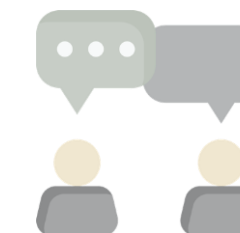
What procedures are required if I move during my studies?

▼ Still Need Help? Contact the International Center

ONLINE



IN PERSON



[Online Support Desk](#)

**KIC
Kinugasa**

Meigakukan 1F

10:00-17:00

Closed 11:30-12:30

**BKC
Biwako-
Kusatsu**

Central Arc 2F

10:00-17:00

Closed 11:30-12:30

**OIC
Osaka
Ibaraki**

Building A 1F (AS Office)

9:30-17:00

Closed 11:30-12:30

▼ Who Can I Talk To?

When you need help,
we're here to support you—

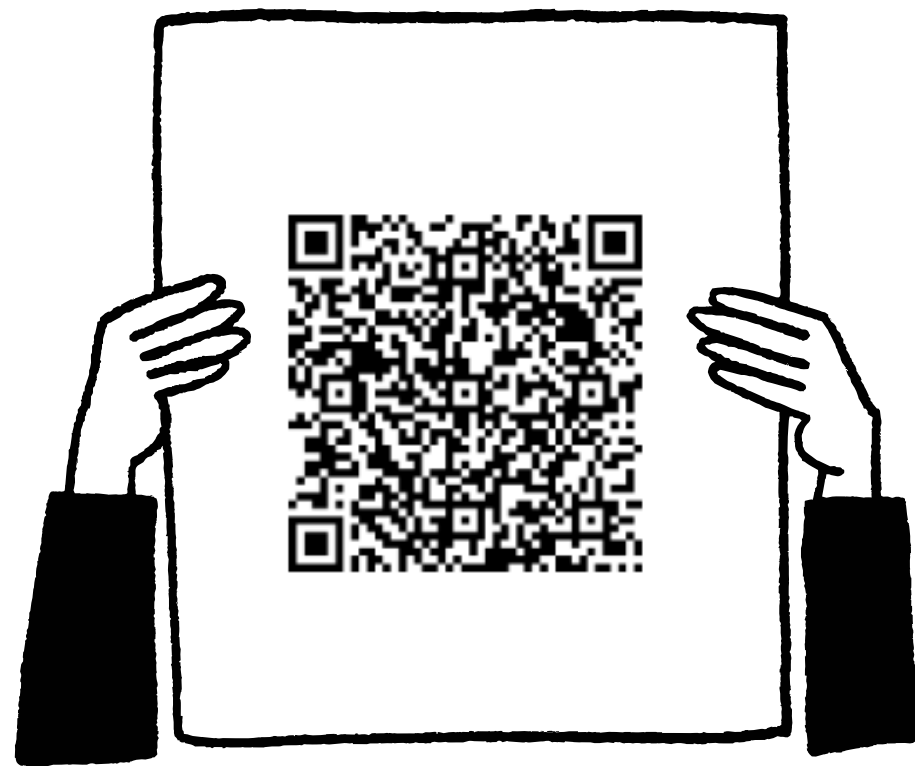


International Student Support Coordinators

Each campus has an International Student Support Coordinator.

You can talk individually with them online or in person.

No question is too small, so feel free to reach out.



Make a reservation [here](#)



06

Useful Information

Website / Resources

▼ Websites / Resources

Check the following websites!



[Startup Site for New Students](#)



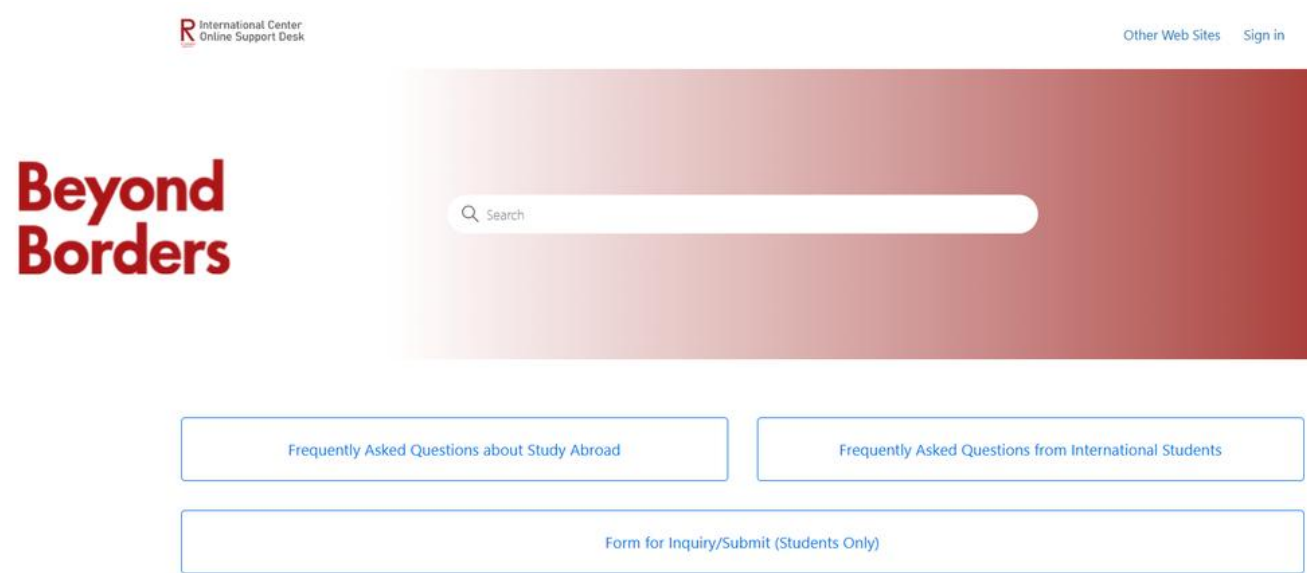
Full of useful information for new students



[Disaster Preparedness Guide](#)



Be prepared for possible disasters



[Online Support Desk](#)

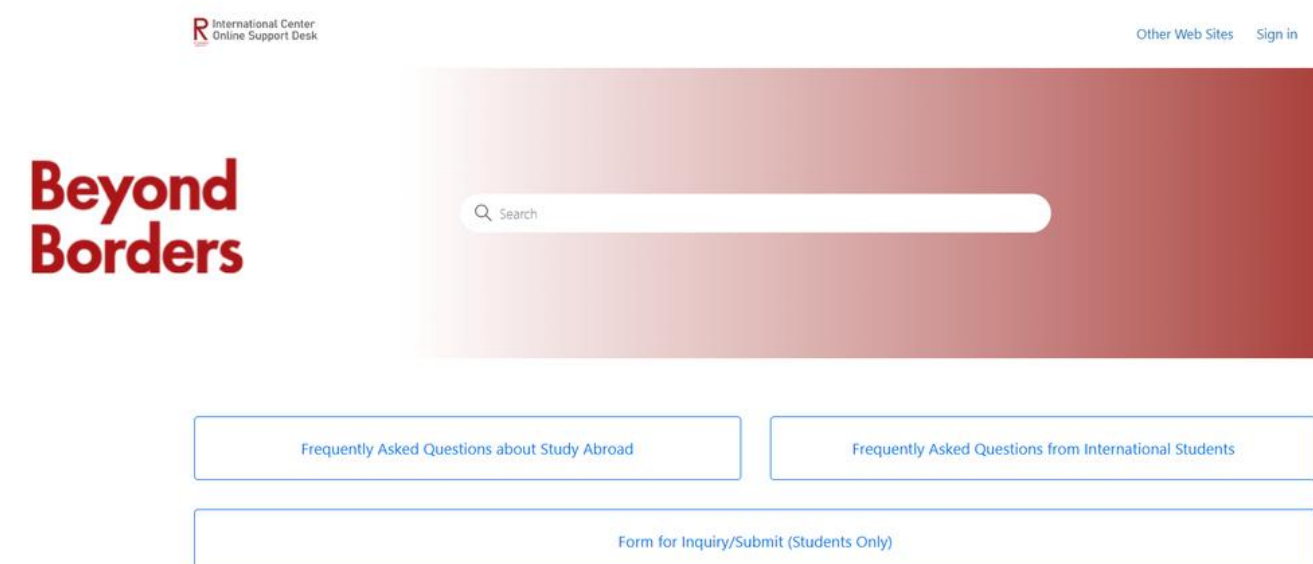


Check FAQs first! Submit documents here as well

Remember to Check University Notices Daily!



You need your “RAINBOW User ID” and “password” to log in.



[Ritsumeikan Student Portal](#)



Check various information from the university

[E-mail](#)



Check your university e-mail every day

[Online Support Desk](#)



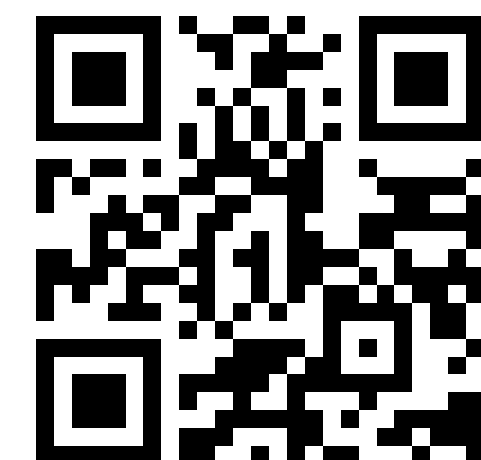
If you receive a message, a notification will be sent to your university e-mail

▼ Attendance Confirmation

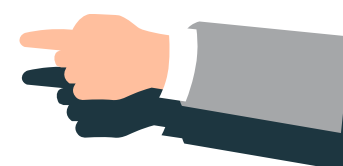


To maintain your student residence status, the university conducts a monthly “Attendance Confirmation”.

This is an important procedure, and all international students are required to respond via the “International Student Attendance Confirmation” course on [moodle+R](#).



[moodle+R](#)



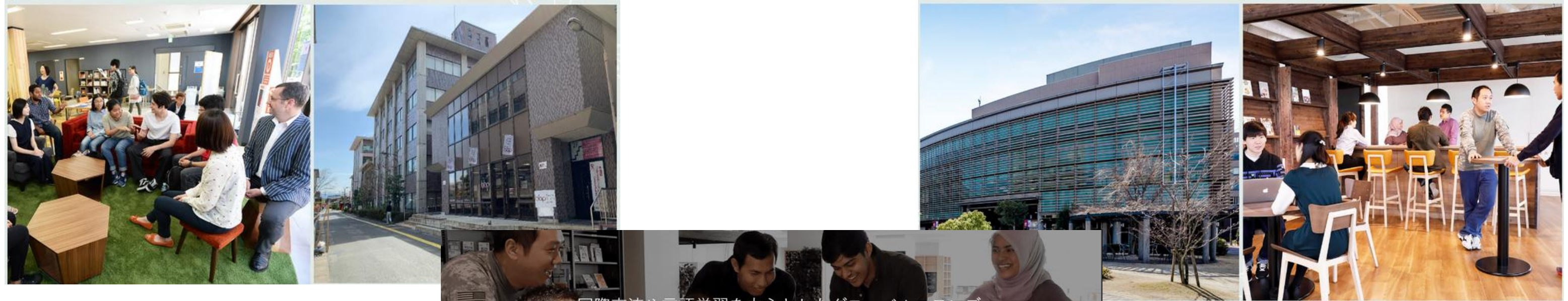
The smartphone app version is also available.

07

**BBP (Beyond Borders Plaza)
Upcoming Events**

Come and Join us!

▼ Beyond Borders Plaza (BBP)



国際交流や言語学習を中心としたグローバルcommons
Global Commons Focusing on International Exchange and Language Learning.

Beyond Borders Plaza

CHECK OUT



[BBP](#)



Connect, Learn, and
Share Across
Cultures &
Languages

ねんと はる
2026年度 春 semester 日本語学習相談
2026 Spring Japanese Study Advice

どんなことができるの？

- 日本語能力試験対策
- 語彙・文法・会話・読解問題についての質問
- 日本語文章指導

- ★What can you do in this room?
- Prep for Japanese-Language Proficiency Test
 - Questions about vocabularies, grammar, conversation and reading comprehension
 - Instruction of Japanese writing

No appointments necessary
 予約不要

対象：正規留学生・短期留学生・大学院生
 For international students, exchange students, graduate students

曜日/Week	時限/Period	担当教員/Instructor	キャンパス・教室/Room
火曜日	4限	川瀬 愛 先生 Kawase Ai sensei	衣笠・BBP Room 2
月曜日	3限	久次 優子 先生 Hisatsugi Yuko sensei	BKC・BBP Room 2
水曜日	3限	山田 千晶 先生 Yamada Chiaki sensei	OIC・BBP Room 1

★参加方法：直接 教室に行き参加してください

◎オンラインでの開催はありません

★Participation style: Go to the classroom and participate.

◎Only face-to-face style will be conducted (There is no online style).

BBP HP



日本語学習で困ったことや文法でわからないことがあれば、自由に来てください。
 日本語の先生が相談にのります。なお、公平性を考慮してレポートの添削は行いません。
 If you have any questions about Japanese study and Japanese grammar, please feel free to visit us. A Japanese language teacher will be available to answer your questions!! However, the teacher doesn't correct your Japanese report in consideration of fairness.

日本語教育センター/Japanese Language Education Center
 衣笠：尚学館1階 TEL 075-465-7878
 BKC：セントラルアーク2階 TEL 077-561-3358
 OIC：AN事務室 TEL 072-665-2061

お問い合わせ先



作成：2026.03.10

2026 Spring semester

BKC BBP Communication Rooms

Period : From April 6, 2026 to July 15, 2026

No reservation required



The BBP Communication Rooms are a place to practice your communication skills by communicating with other students in an instructor-mediated environment.

Communication Room Target Students :
 Degree Program Students (Undergraduate and Graduate) *Not available for non-degree students.
Japanese Study Advice Target Students :
 Degree Program International Students, Short-Term Exchange Students, Graduate Students

English Communication Rooms

	Mon	Tue	Wed	Thu	Fri
1	9:00 - 9:45	Ellen RETTIG-MIKI Room1	Jason STAYANCHI Room1		Daniel WARCHULSKI Room1
2	9:50 - 10:35	Ellen RETTIG-MIKI Room1	Jason STAYANCHI Room1		Daniel WARCHULSKI Room1

QR code and text: Classrooms are subject to change; check the webpage for the latest information.

Foreign Language Communication Rooms & Japanese Study Advice

	Mon	Tue	Wed	Thu	Fri	
1	9:00 - 10:35				Spanish Miki NISHU Room1	
2	10:45 - 12:20				Korean Inhee KIM AS365	
3	13:10 - 14:45		Japanese Chiaki YAMADA Room1 <small>*For international students</small>	French Emile ST-PIERRE Room2	Chinese HuQUAN Room2	
4	14:55 - 16:30			French Driss HARRASS BBP Building A 1F,AN Office	The level setting of German (The duration of learning) A1: Less than one year	
5	16:40 - 18:15			Spanish Carlos ARBAIZA Room1	German Achim STEGMUELLER (First half) A1 (Second half) ALL Levels Room2	German Futaba ONO (First half) A1 (Second half) ALL Levels Room2

Access Here

