Application Guidelines
2027 Academic Year Fall Departure Student Exchange Program

Mindset for Participating in the Exchange Program

The student exchange program is based on bilateral agreements with partner institutions, allowing students to be mutually exchanged. As each host university has a limited number of spots available, students who are accepted will be sent as representatives of Ritsumeikan University.

Since students are often expected to take regular courses at the host university that align with their field of study, a relatively high level of language proficiency and academic ability is required. Furthermore, students must be responsible for handling various procedures and potential issues before, during, and after the exchange period. Therefore, mental resilience and adaptability are also essential qualities. We ask that you participate in this program with full awareness and commitment from the very beginning.

Finally, while preparing for your exchange and living abroad, you may face various challenges. Please try to resolve them on your own first, but if you find it difficult, do not hesitate to consult with the International Center. We wholeheartedly support each student's journey and challenge.

Ritsumeikan Academy Vision R2030

挑戦をもっと自由に

Challenge your mind Change our future

November 2026

Ritsumeikan University International Center

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1. PROGRAM DETAILS

Program Aims and Objectives	To study specialized fields utilizing advanced language skills
Language	English, Spanish, German, French, Italian, Chinese
Country/Area	**【English】**North and Central America/Europe/Asia/Africa **【Spanish】**Spain/Mexico **【German】**Germany/Switzerland **【French】**France **【Italian】**Italy **【Chinese】**China/Taiwan
Duration	**1 Academic Year or 1 Semester** *Departures generally take place between August and October. *The start and end dates are from orientation until the end of final examinations. However, the actual dates differ for each host institution.
Program Description	This program provides students with an opportunity to study abroad at one of Ritsumeikan University's student exchange partner institutions for one semester or one academic year. Students will take subjects related to their major field of study or those of interest. If the students' language abilities are not at the level required by the host institution, they may not be able to take their intended courses or will need to study in a special language course (ESL, etc). This case applies especially to students who will study abroad in countries where the native language is not English. **★Examples of common patterns of the program study plans** <If you are planning to study in English> Study subjects in fields related to your interests to deepen your specialized knowledge. Students may have to take language courses or be subject to certain course restrictions depending on their official English scores. <If you are planning to study in languages other than English> Study to improve language skills as well as to study subjects in fields related to your interests. Often students study the language intensively in the 1st semester, and if they meet the language requirements, they will be able to study academic courses of their interest in the 2nd semester. However, if they do not meet such requirements, they may continue studying the language in the 2nd semester. (At some institutions, language courses may require additional fees.)

Number of Students Being Recruited	Differs for each institution. Please check the separate ”Application Requirements” file. ***Applicants can submit up to 5 institution preferences.**
Housing	Dormitory, apartment, or homestay (students are responsible for their own housing arrangements/applying for the dormitory if available.)
Screening	Document screening is conducted for all applicants. Interview screening is conducted only for students planning to study in languages other than English ※ The International Center will notify the applicable applicants of the specific time of the interview.
Student registry status while abroad	One semester study: 2027 Fall: “Study Abroad” 2028 Spring: “Currently Enrolled” One academic year study: 2027 Fall: “Study Abroad” 2028 Spring: “Study Abroad” *The period for which your student registry status is "Study Abroad" is counted as a part of the required enrollment period at Ritsumeikan. *The periods that you are actually studying abroad and that your student registry status is “Study Abroad,” may not match. The period of “Study Abroad” status is determined by your college office. *Your student registry status changes to “Study Abroad” on the first day of the semester (4/1 or 9/26), which your college approves as the period of Study abroad and this status usually continues until the end of the same or following semester (9/25 or 3/31).
Grading, Credits	Students take academic courses held at the host institution. Students can submit a credit transfer request to transfer credits earned at their host institution back to Ritsumeikan after returning to Japan.
Fees	**【Program Fee】** Successful candidates must pay the Program Fee by the specified deadline. The details will be announced in the Guidance Session for Successful Candidates. **One Semester and One Academic Year: 14,500 JPY** **【Tuition and Other Fees】** Students do not need to pay any tuition to the host institution but must keep paying regular tuition to Ritsumeikan by the designated deadline while studying abroad. Other costs such as airfare, accommodation fees, personal expenses, and tuition for language or special courses at the host institution will all need to be paid by students. Students are also required to purchase the Ritsumeikan-designated overseas travel insurance and risk management service in order to participate in the program.
Scholarship	**Ritsumeikan University Study Abroad Challenge Scholarship (hereinafter Challenge Scholarship)** In principle, all successful candidates are expected to receive this scholarship (application not required). The scholarship policies for AY2027 and onward are currently under review. Thus, details of the scheme, including the exact amount, will be announced once finalized, and this application guide will be updated accordingly.

	External Scholarships The Japan Student Services Organization (JASSO) Support Program for Overseas Study (Student Exchange Support Program) Scholarship is an external scholarship program for which applications must be submitted through the university. If the scholarship is offered, students who meet the academic requirements and other eligibility criteria established by JASSO and successfully pass the university's internal selection process will be eligible to receive the scholarship. Please note that the scholarship may not be available in a given academic year depending on the circumstances of the program. Information regarding whether the scholarship will be offered, as well as details of the application procedures, will be announced via Moodle+R around April 2027. For inquiries regarding the JASSO Support Program for Overseas Study (Student Exchange Support Program) Scholarship, please contact the International Education Center. *Please note that only Japanese nationals and individuals who have been granted permanent residency in Japan, including Special Permanent Residents, are eligible to apply for this scholarship. For other scholarships, please check this webpage.
Others	• The application requirements are set by each institution at the time of publication of the "Application Guidelines" file. The language and other requirements may change without prior notice after the internal application period. • Even if the submission of the official score of the language test is not required at the time of the internal screening at Ritsumeikan, students are strongly encouraged to take such tests to enhance their opportunities during the program period. Please continuously brush up on your language skills in order to successfully follow lectures at the host institution. • Some institutions may only permit students to take language courses or may require language courses to be taken alongside academic courses depending on the students' language level. Some language courses require additional fees. • This screening within Ritsumeikan University is to select student exchange nominees for host institutions. The final decision to accept an exchange student is left to the host institutions. In order to become an exchange student officially, after being selected as nominees, students are required to submit applications and be accepted by host institutions. There are some cases where additional language evaluations such as online language tests or interviews may be held by host institutions when applying. • If students do not have the required GPA when they start the program, they may lose their eligibility for the program.

	• Students are responsible for their application to the host institution, housing arrangement, flights arrangement, course registration, and other required preparation. • Students are required to apply for the necessary visa to participate in the program through the university designated visa agency (JACC Overseas Corporation). The amount of visa application fees depend on the destination; however, it may cost in some cases approximately JPY200,000. If the destination does not allow an agency to apply for the visa on the students' behalf, students need to apply for their visa on their own. • In addition to the overseas travel insurance designated by Ritsumeikan University (JPY141,330 for 10 months in 2026), students may be required to purchase local health insurance depending on the policy of the host institution (some cases in USA: JPY 400,000). • Some universities may require a bank balance certificate for admission screening and other procedures (approximately US$13,000 – 35,000) *Please note that the amount of money that needs to be certified changes every year. <For applicants' reference> • Reports from students who previously participated in the exchange program are available on the International Center webpage. https://global.support.ritsumei.ac.jp/hc/en-us/articles/19055465074835-Application-Guidelines-etc-Student-Exchange-Program

2. Application Instructions

Application Requirements
You must meet the following requirements in order to apply for the program. Please also read "4. IMPORTANT POINTS WHEN APPLYING TO THE PROGRAM" carefully. **1. Preparedness of Students** Students must understand the outline and purpose of the program, have a strong desire to study abroad, and dedicate themselves to their studies. **2. Student Enrollment Status** Students must be enrolled in a degree program at Ritsumeikan. **3. Student Registration Status** 1) Students who are NOT on the "Expelled" status (especially due to unpaid tuition) or "Graduated" status during the entirety of the study abroad period. 2) Students whose student registration status is "currently enrolled" AND are not on a leave of absence or studying abroad for the entirety of the semester immediately preceding the semester in which they intend to participate in the program (i.e. the semester in which their student status changes to "study abroad"). For those students who are studying abroad, studying at APU, or on a leave of absence during the application period, please consult the International Center in advance about the application criteria via the form below: Request Form： https://global.support.ritsumei.ac.jp/hc/en-us

4. Academic and Language Requirements

These requirements differ for each institution. Please check the "Application Requirements" file.

Graduate students, students whose nationality is other than Japanese, or whose intended language of study is the same as their first language, must contact the International Center (Request Form: https://global.support.ritsumei.ac.jp/hc/en-us) before the application period starts. Without prior consultation, your application may not be accepted.

*For TOEFL iBT®, only scores from a single test date (Test Date scores) are accepted. MyBest™ and Home Edition (former name: Special Home Edition) scores are not accepted.

*For IELTS, only official test score reports of paper-based IELTS and computer-delivered IELTS are accepted. IELTS Indicator is not accepted.

Overall Schedule (All the dates are in Japan Standard Time)	
1st Round	**【Application Period】** 2026/10/07 (Wed.) 10:00 am – 2026/10/09 (Fri.) 5:00 pm (JST) **【Document and Interview Screening】** 2026/10/19 (Mon.) – 2026/11/01 (Sun.), including Saturdays and Sundays **【Announcement of Results】** 2026/11/11 (Wed.) **【Deadline for Program Fee Payment and Withdrawal】** 2026/11/18 (Wed.) by 3:00 pm
2nd Round	**【Application Period】** 2026/11/24 (Tue.) 10:00 am – 2026/11/26 (Thu.) 5:00 pm (JST) **【Document and Interview Screening】** 2026/12/03 (Thu.) – 2026/12/14 (Mon.), including Saturdays and Sundays **【Announcement of Results】** 2026/12/23 (Wed.) 1:00 pm via individual notice on Student Portal(tentative) **【Deadline for Program Fee Payment and Withdrawal】** By the end of 2027/1/5 (Tue.)
3rd Round	**【Application Period】** 2027/01/12 (Tue.) 10:00 am – 2027/01/14 (Thu.) 5:00 pm (JST) **【Document and Interview Screening】** 2027/01/21 (Thu.) – 2027/01/31 (Sun.), including Saturdays and Sundays

	【Announcement of Results】 2027/02/10 (Wed.) 1:00 pm via individual notice on Student Portal **【Deadline for Program Fee Payment and Withdrawal】** Around the middle or end of February 2027

How to Apply

The URL for the online application form will be published on the web page below. Please note that the online application form is only accessible during each application period.
https://global.support.ritsumei.ac.jp/hc/en-us/articles/19055465074835-Application-Guidelines-etc-Student-Exchange-Program

- A RAINBOW-ID and password are required to access the online application form.
- It is recommended to use a PC. If you use a Mac, please use Chrome, not Safari.
- Please be sure to have enough time to complete your online application, as the network may be busy or slow due to concentrated access to the server on the last day of the application period.
- **Applications cannot be edited or resubmitted after submission**. Please thoroughly check your application for any errors and missing information/documents before submitting it.
- We will not accept any applications after the deadline, even if the delay is due to network system problems or any other reasons. Please allow enough time to submit your application. Please note that you will not be able to access the online application form or submit your application after the deadline.
- If you would like to receive a confirmation email of your submission, please check the box "send me an email receipt of my responses" right above the submission button, then submit your application.
- You can download a copy of your completed application form in PDF if you click the button "Print or get PDF of answers" on the screen after submission.

Application Materials

Documents marked with (※)： Please download the format from the URL above.

1. **Study Plan (※)**
   Please upload it as a PDF (.pdf) file. File name must be "1_studyplan".

2. **Application Report (※)**
   Please upload it as a Word (.docx) file. File name must be "2_report".

3. **PDF Scan of Language Proficiency Test Results (A4-size)**
   If you are applying for an institution requiring a certain language proficiency level, make sure to submit the required score. Even if not, you are encouraged to submit a language test score.
   Please upload it as a PDF (.pdf) file. File name must be "3_testscore".

4. **Credit Earning State**
   Please upload it as a PDF (.pdf) file. File name must be "4_credit".

5. Course Registration and Grade List
Please upload it as a PDF (.pdf) file. File name must be "5_courses".

6. GPA List
Please upload it as a PDF (.pdf) file. File name must be "6_GPA".

7. Timetable
Only for those who wish to study in languages other than English.
Please upload it as a PDF (.pdf) file. File name must be "7_Timetable".

Screening Criteria		
Document Screening	Application Report	1. Clarity and persuasiveness of the purpose of participating in the program 2. Clarity and persuasiveness of the study plan/theme during the program and your study and career plans after returning to Japan 3. Proactiveness and planning in study abroad preparation
	Grades	Grades at Ritsumeikan
Interview	An interview will be conducted to assess whether the applicant meets the language requirements of the host university, regardless of whether a language certificate is submitted. This interview will not affect the document screening evaluation (no additional points or deductions); it is solely to confirm whether the applicant meets the required language level or is expected to reach it by the time of departure.	

※ Submission of an English language proficiency score is mandatory for applicants who wish to study abroad in English. For languages other than English, if the host university explicitly requires a language score, submission of that score is also required.

※ As mentioned above, interviews for languages other than English are conducted to assess language proficiency. Even at the time of the interview, if it is determined—taking into account the expected improvement in language skills before departure—that the applicant will not be able to meet the language requirements set by the host university by the time of departure, the applicant may be disqualified.

Important Notes

- Please start preparing all necessary documents well in advance. No late submission will be accepted.
- If you have any questions regarding the program, please contact us using the following contact form: https://global.support.ritsumei.ac.jp/hc/en-us
  Questions regarding submitted application and application status will not be answered.
- **Students can apply to this program as well as other 2027 Academic Year Fall Departure Long-Term Study Abroad Programs during the same application periods.** If you were accepted to one of the programs but wish to reapply to another, please withdraw from the accepted program first before applying. When applying to

multiple programs in the same application period, please declare your priorities of the programs in the application form.

- Students who have already been accepted to participate in other study abroad programs mentioned below cannot apply for any of the programs listed in this Application Guideline unless the students withdraw from the previously accepted program.
  - ・Other 2027 Academic Year Fall Departure Long-Term Study Abroad Programs
  - ・2027 Academic Year Fall Departure One Semester Study Abroad Programs
- Those who participated in the exchange program in the past years can apply for the exchange program again. However, please be sure to consult with the International Center before the application period starts. Please note that in principle you cannot apply to the same host institution at which you had studied abroad before.

*Please also refer to the "**4. IMPORTANT POINTS WHEN APPLYING TO THE PROGRAM.**"

Guidance Sessions for Successful Candidates	
Guidance Session for Successful Candidates	**【For those who applied in the 1st round】** Thursday, November 12th, 2026, 4:45 pm (Tentative) **【For those who applied in the 2nd round】** Thursday, December 24th, 2026, 4:45 pm (Tentative) **【For those who applied in the 3rd round】** Friday, February 12th, 2027, 4:45 pm (Tentative) ***The guidance session will be held online and only in Japanese. Please inform the International Center if you will need instruction in English.** ・Details will be announced together with the application results. ・Attendance is mandatory for all successful candidates as important information will be provided during this orientation.
Other Guidance Sessions	**【Friday, February 12, 2027】** ・2nd Guidance Session for All Successful Candidates **【March-April 2027】** ・Guidance session for visa application (only for applicable students) **【June-July 2027】** ・Health management guidance ・Risk management and Mental Health guidance **【Mid-July 2027】** ・Pre-departure guidance session
Post Program Guidance session	Post Program Guidance sessions may be held after the study abroad program. Even if the Guidance sessions are not held, reflect on your study abroad and continue learning and improving your skills.

【Exchange Program Information Video and Reports from Past Participants】

A video introducing this program will be released on YouTube before the application period begins. Please be sure to watch it. The link to the video will be posted on the webpage below. Reports from past participants are also available on the same webpage.

https://global.support.ritsumei.ac.jp/hc/en-us/articles/19055465074835-Application-Guidelines-etc-Student-Exchange-Program

3. How to Prepare Application Materials

Please make sure to read the "Declaration Regarding the Use of Generative AI in Exchange Program Applications," which is included on the final page. We ask that you use generative AI appropriately and responsibly.

No.	Name of document
①	**Study Plan**
	Check the website of the selected institutions and reports by former program participants and write the reason you selected each institution and list all the courses you intend to take (from the course list). If you cannot find the course lists, you can consult with the International Center before applying. 【Important】 A study Plan is used for students to build their academic plans at their host institution and Ritsumeikan University to assess applicants as part of the screening process. However, submission of this document does not guarantee course availability at the time of course registration.

Institution Name #1		
Why do you want to study at this institution?		
Study Plan by language of study	English	Languages other than English
	Please check one of the boxes below. ☐ Planning to take regular academic courses only ☐ Planning to take language courses as well because of not achieving the requirement to take reuglar courses	Please check one of the boxes below. ☐ <Option 1> Planning to takeregular academic courses only ☐ <Option 2> Planning to take both regular academic courses and langage courses ☐ <Option 3> Planning to take language courses only
Intended course list	● Intended Regular Academic Courses *If the language of study is English, filling in this form is mandatory. If the language of study is other than English, filling in this form is required only if you selected <Option 1> or <Option 2> above.	

Course Code	Course Title

【How to fill out a Study Plan】

Section	Instruction
Institution Name	Write the name of the institution of your choice. You can select up to five institutions in order of your preference. It is possible that certain universities get more applications than others for multiple reasons, including the country/area and/or application requirements. It is recommended to select more universities if your purpose of studying abroad can be achieved and your intended courses can be taken at those universities.
Why do you want to study at this institution?	State the reason why you would like to study at the selected institution.
Study Plan by language of study	Please check one of the boxes.
Intended Academic Courses	Based on the reason stated in the section above and your goals of studying abroad, select up to 4 courses you would like to mainly study at the selected institution and write the title of the courses. Write the course codes for the selected courses. Leave the section of "Course Code" blank if the information is not available. *Write down the English translation if the course titles are not in English.

You can download the prescribed format from the International Center's website.
"Application Guideline" page.

【Important Notes for Selecting Courses】

In most cases, except for some courses referred to in "Remarks" in the Application Requirements, you can choose any courses of interest offered at a host institution, regardless of your major and faculty at Ritsumeikan University; however, you cannot always register courses of your first choice due to limited seats, the sudden cancellation of courses, etc.

It is very important to consider in advance whether your purpose and goal of studying abroad can be achieved at the institution even if you cannot take certain courses that you wish to take. It is important to select alternative courses in addition to your first options and make sure that there are enough courses to choose from when selecting a host institution.

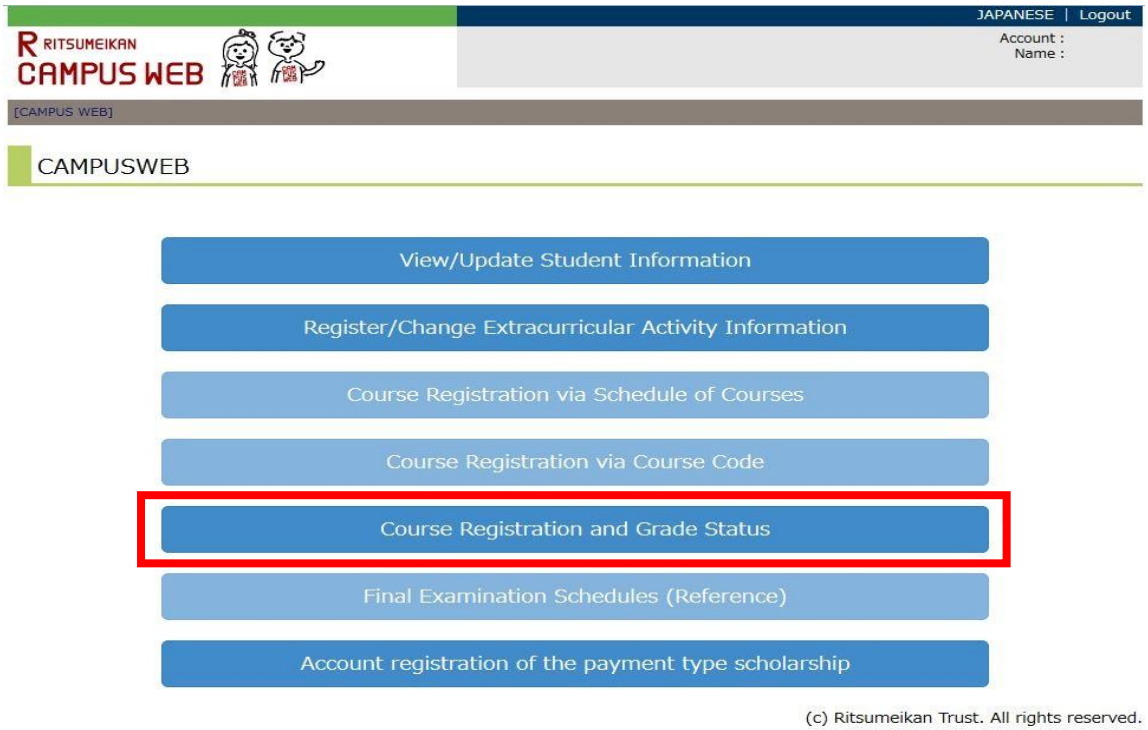
Referring to the "Remarks" field in the Application Requirements, please check if you are qualified to take the courses you are selecting in terms of the following three points. After confirming the restrictions and prerequisites of each selected course, please be sure to check the box ☑ at the top of the Study Plan.

①If courses are open to exchange students

●In most cases, courses in Medicine and Dentistry are not open to exchange students

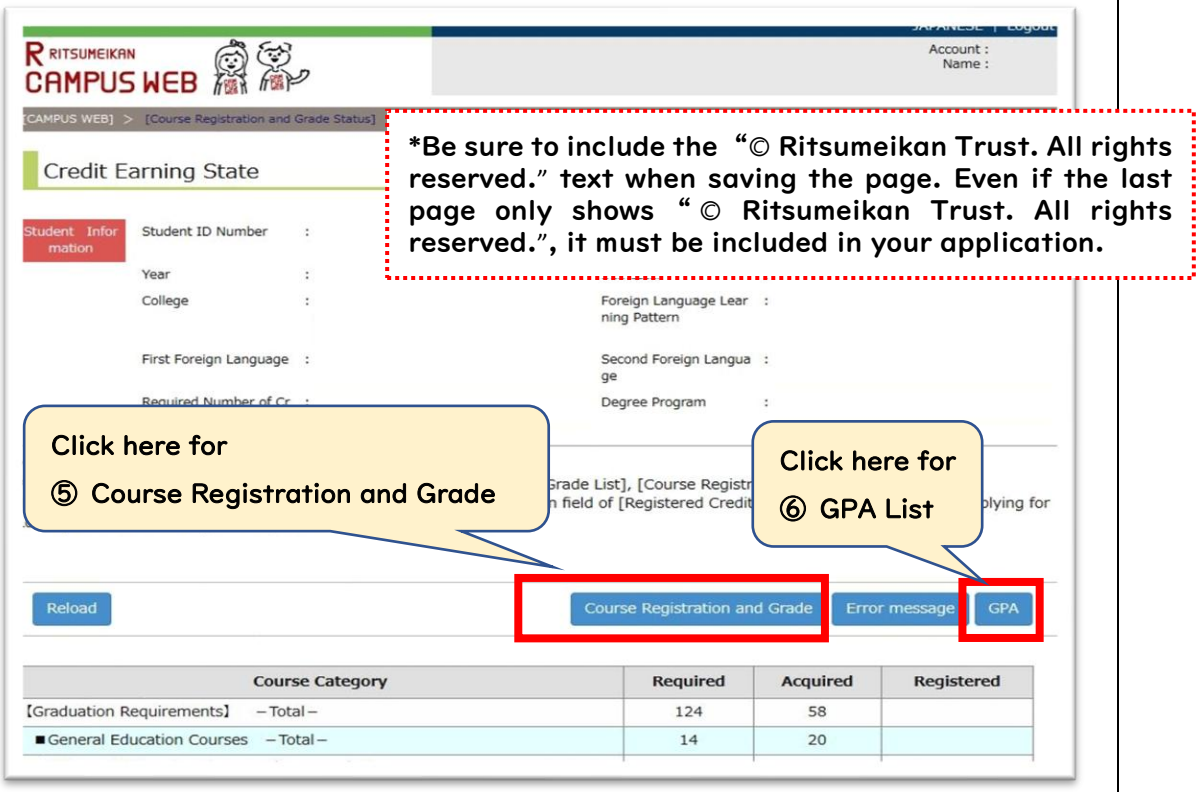
●At some institutions, you cannot take Psychology or Law courses if you are not majoring in those subjects at Ritsumeikan

	② If you meet the language requirement ●Even if courses are open to exchange students, some courses require higher language scores. At some institutions, the language requirement differs for each department. Please carefully check what department/faculty offers the courses you are selecting and the faculty-specific minimum language requirement. Please also refer to "Remarks" and the cover page of the Application Requirements. **③ If you meet the prerequisites of the courses** For some courses, there are prerequisites (e.g. major, background knowledge, study year, experience taking certain subjects, language requirements). Information is available on the course list of the host institution. e.g. ●Taking the course "○○ I" is required before taking "○○ II" ※If you are taking courses at Ritsumeikan which meet the prerequisites of the host institution's courses prior to the study abroad period, you may be able to negotiate registration for the courses without completing prerequisites at the host institution. ※Plan your studies flexibly, considering the possibility that courses may be full or cancelled. ●Check if there are descriptions of course codes Many institutions organize their courses by specific codes, which often indicate the study level of each course. Ex) Courses starting with 4000 and 3000 are for 3rd and 4th year students etc. Check the institution website and see if they have such descriptions on courses codes before selecting courses.
②	**Application Report**
	【Important Notes for creating an application report】 1. When creating reports, make sure to follow the instructions for each question. 2. Reports must be written by the applicant. 3. Please write the application in Japanese or English.
③	**PDF Scan of Language Proficiency Test Results *A4-size**
	<Programs that require Language Proficiency Test Results> ・If you are applying for a program/institution that requires a certain level of language proficiency, make sure to submit the required score. Please make sure to check the application requirements for each program indicated in "1. PROGRAM DETAILS." ・Submission of scores is not required if the status is specified as "Submission Not Required" on "Application Requirements of Student Exchange Program." However, even if submission of a language score report is not required for the intended program/institution, students are encouraged to submit a language test score that they have taken. **<Notes before submission>** ・Please make sure that **all scores, candidate/appointment number, date issued(or date of examination), name, and date of birth are completely included in the PDF**. (If the pages are cut off in the middle and cannot be verified as yours will not be accepted.) ・For **TOEFL iBT®, MyBest scores are not acceptable.**

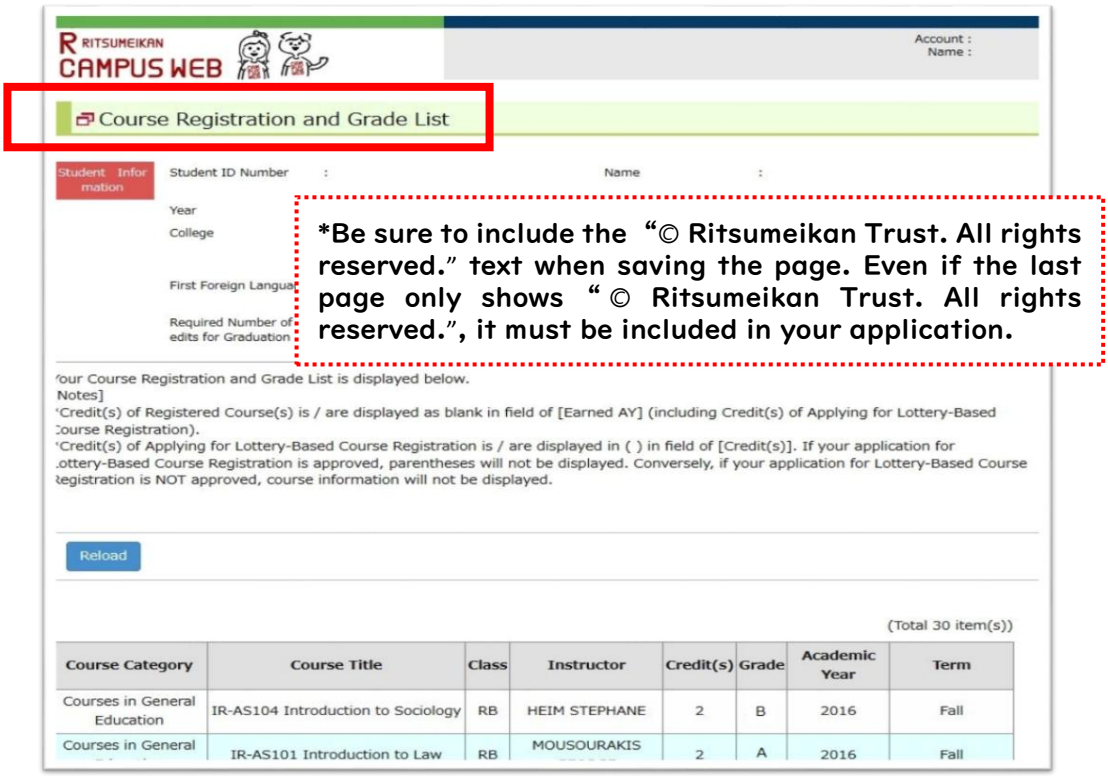
	・For **IELTS, scores obtained through the One Skill Retake are not acceptable.** ・If you have more than one score report, only submit one report per language except for the following case: You are applying for multiple programs or institutions in the Student Exchange Program, and you need more than one test score to prove that you meet the requirements for all the programs/ institutions. ・Only valid proficiency test scores are accepted. (e.g., The TOEFL® Test score is valid for two years from the date of the exam) However, for the Exchange Program, requirements on the validity of language test scores vary for each institution. Please refer to the Application Requirements for each institution. **＜Proficiency Test Results posted online＞** •A printout of proficiency test results posted online is acceptable. •Please make sure that **all scores, candidate/appointment number, date issued(or date of examination), name, and date of birth are completely included in the PDF**
④ ⑤ ⑥	**Credit Earning State** **Course Registration and Grade List** **GPA List**
	●You can check the supported browsers of moodle+R and Campus Web at the bottom of the "Welcome to Ritsumeikan moodle+R" page (http://www.ritsumei.ac.jp/ct/). ●The print function on a browser is not available on CAMPUS WEB. Please press "Ctrl + P" (Mac: "Command⌘ + P") to print out the page. ●Choose PDF converter software and print in PDF files. 1）Open the CAMPUS WEB system via the Student Portal, and click "Course Registration and Grade Status." 

2) “Credit Earning State” page will appear. For ② “Course Registration and Grade” and ③ “GPA” , click each button indicated in the diagram below. Each page needs to be saved separately.

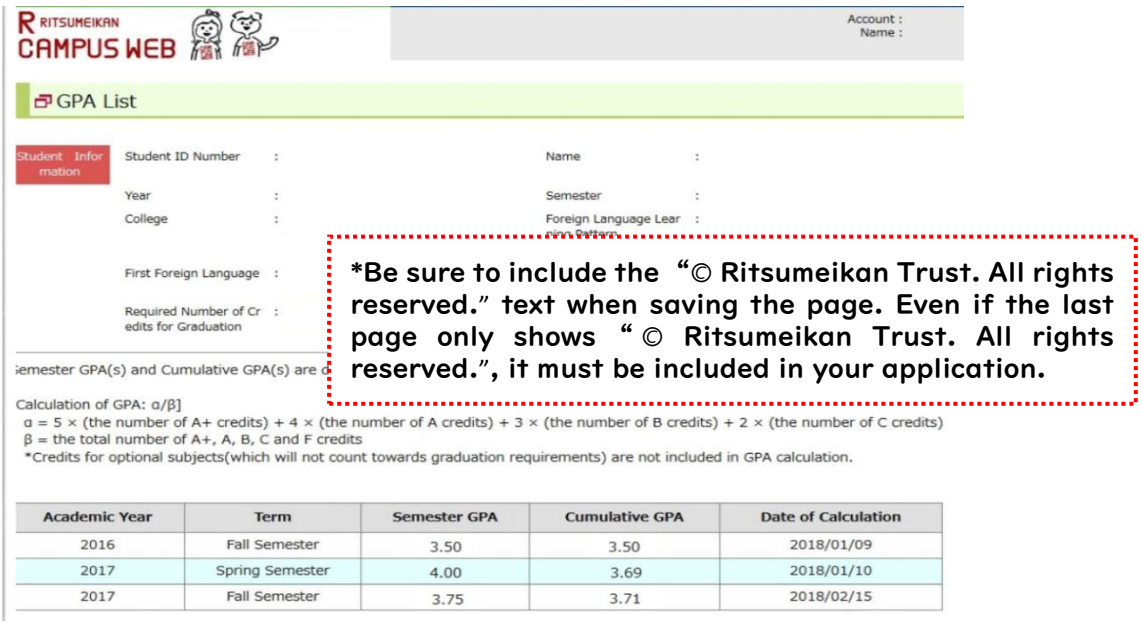
①Credit Earning State



② Course Registration and Grade List



③GPA


RITSUMEIKAN CAMPUS WEB

Account :
Name :

GPA List

Student Information

Student ID Number :
Name :
Year :
Semester :
College :
Foreign Language Lear :
First Foreign Language :
Required Number of Credits for Graduation :

*Be sure to include the "© Ritsumeikan Trust. All rights reserved." text when saving the page. Even if the last page only shows "© Ritsumeikan Trust. All rights reserved.", it must be included in your application.

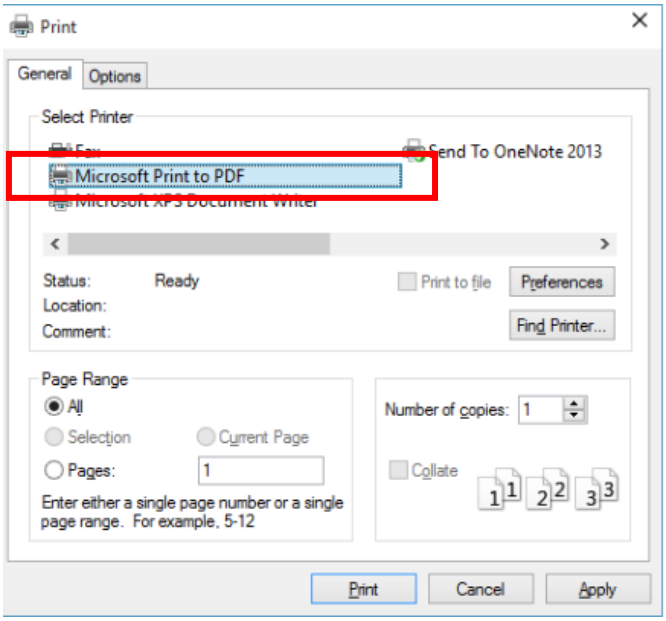
emester GPA(s) and Cumulative GPA(s) are

Calculation of GPA: α/β]
α = 5 × (the number of A+ credits) + 4 × (the number of A credits) + 3 × (the number of B credits) + 2 × (the number of C credits)
β = the total number of A+, A, B, C and F credits
*Credits for optional subjects(which will not count towards graduation requirements) are not included in GPA calculation.

Academic Year	Term	Semester GPA	Cumulative GPA	Date of Calculation
2016	Fall Semester	3.50	3.50	2018/01/09
2017	Spring Semester	4.00	3.69	2018/01/10
2017	Fall Semester	3.75	3.71	2018/02/15

3) Each data needs to be separately saved as a PDF file.

1. Press "Ctrl" + " P" to print out the page.
2. Select PDF conversion software as the printer.
3. Save each page as a separate PDF file and they need to be named as written below.
   - Credit Earning State: "4_credit"
   - Course Registration and Grade: "5_courses"
   - GPA: "6_GPA"



4. Important Points When Applying to the Program

Passport

Passports do not need to be submitted at the time of application but must be prepared.

Ⅰ） Please submit a photocopy of your passport (photo ID page)
The place and date of submission will be announced at the Guidance Session for Successful Candidates.

2） You can apply without a passport. However, if accepted, you must obtain and submit your passport promptly.

3） You may not be able to obtain the visa required for study abroad unless your passport has the required remaining period of validity. Check the expiration date of your passport and apply for renewal if your passport will expire during the study abroad period or if it does not have the required remaining period of validity. You may apply for passport renewal when less than one year of validity remains.

4） To students who have more than one nationality
①If you were born in the country where you will study abroad or
②If your nationality is of the country where you will study abroad, please make sure to report this to International Center when submitting a photocopy of your passports.

When Applying for Study Abroad Programs

（Ⅰ）Comprehension of Application Guidelines

When applying to study abroad programs, students must read and fully understand the content of these Application Guidelines.

（2）Withdrawal

When applying to study abroad programs, students must fully understand that they cannot withdraw from programs after the deadline for withdrawal determined by Ritsumeikan University once they are announced as successful applicants.

（3）Cancellation of Participation

Even after being selected as a program participant, a student may be asked to withdraw from a program (before or during the program) when,

Ⅰ） it turns out that the student does not fulfill the application requirements,
2）necessary documents are not submitted on time, and necessary procedures are not completed
3） the student does not participate in guidance sessions,
4） applicable fees are not paid by the due dates,
5） the student does not get a physical checkup before departure, Ritsumeikan University deems it difficult for the student to join a program based on a doctor’s diagnosis,
6) visas and/or passports are not issued within the specified period of time or,
7） Ritsumeikan University deems that the student does not fulfill the required conditions to join a program.

（4）The Burden of Expense in Case of Withdrawal or Cancellation

Students will be required to pay a part of or the entire program fee if they withdraw from the program or the International Center cancels their program participation after the deadline for withdrawal.

（5）The Overseas Travel Insurance and Risk Management Support Service

Program participants will be required to purchase the overseas travel insurance and risk management support service designated by Ritsumeikan University.

（6）For Students Who Have Chronic Illnesses or Who are Under Medical Treatment

Students with chronic illnesses must have consulted with and obtained approval from their primary care physician for participating in the study abroad program before applying for the program. Even after being selected as a program participant, a student may have to discontinue the program if their health condition worsens or Ritsumeikan University deems it difficult for them to continue with the program. In such cases, the student is responsible for the program-related costs incurred up to that point.

（7）For International Students

International students must check their own status of residence in Japan, and confirm if any procedures are needed before departure, during the program period, or after returning to Japan. If a student must withdraw from the program because the host country's immigration agency rejected the student's visa application, the student is responsible for the program-related costs incurred up to that point.

（8）For the College of Global Liberal Arts Students

Students who belong to the College of Global Liberal Arts can apply for this program. The students must consult with the office of the College of Global Liberal Arts before considering joining the program to ensure any curriculum-related requirements are fulfilled.

Screening

（1）Submitted Documents

The International Center will not return any submitted documents.

（2）In Case of Submitted Documents Being Incomplete

When an application is incomplete, the student may fail the screening without notice.
Applicants should carefully check their application documents prior to submission.

（3）Deadline

Applications will not be accepted under any circumstance after the application deadline.

（4）Cancellation of Application

If you would like to cancel your application, please report to the International Center as soon as possible.

（5）Selection Results

The International Center will not disclose any information relating to the assessment of applications.

（6）In Case of the Student's College Office and Host Institution Do Not Approve of the Student Studying Abroad

Even after being selected by the International Center, participation in a study abroad program will not be confirmed until both the student's college office/graduate school and host institution approves his/her program participation.

（7）Influence on Job Hunting, Academic Plans, and Graduation

Students should pay attention to how the program participation would affect their job hunting, academic plans, and graduation.

(8) For Undergraduate Students Who Will Become 4th Year or Above When They Start Studying Abroad

If students are in their 4th year or above (6th year or above for students in the College of Pharmaceutical Sciences) and plan to graduate in the same semester that they complete their study abroad, please note that it may not be possible to do so as credit transfer may not be completed prior to the evaluation for graduation due to the late issuance of the official transcript by the host institution, etc. Applicants must consider the possibility of such cases and make sure to consult with their college office (OIC: Manabi Station) before applying.

(9) For New Students Who Entered Ritsumeikan University in 2026

If you are a 1st-year student who entered Ritsumeikan University in the 2026 fall semester and are interested in the study abroad program, please consult with the International Center prior to the application period.

(10) Important Notes for Graduate Students Applying for the Student Exchange Program

All graduate students must do the following before applying for the program.

1) Submit research proposal (free-style, A4, max 1 page) along with application form and other supporting documents.
2) You must consult with your graduate school office and your academic advisor prior to the application period to get approval that joining the program does not affect your research plan.
3) If you are currently an undergraduate student, but will be a graduate student when the program starts, consult your current academic advisor and, if you know already, future academic advisor (for your master's degree).
4) Application requirements or procedures may vary for each institution. Some offer only undergraduate courses, some offer only graduate courses, others may require the submission of research proposal. Potential applicants must consult with the International Center for further details prior to application. Please be reminded that the institutions are not always quick to answer our questions.

Course Enrollment

Your student registry affects your course enrollment at Ritsumeikan University as follows.

- [**Currently Enrolled**] Register for courses at Ritsumeikan by following normal course registration procedures.
- [**Study Abroad**] Cannot register for courses offered at Ritsumeikan.
- If you register for full-year courses in a year including your study abroad term, no credit will be earned. However, the following exceptions may apply to the cases below. *Please check with your college office (OIC: MANABI Station) for the details of available courses.

<Exceptions>

① Even if your status is "Study Abroad" after the start of the semester, if you submit the "Study Abroad Completion Form" to the college office (OIC: MANABI Station) before the first day of courses, you can register for courses as normal.

② If you submit the "Study Abroad Completion Form" to the college office (OIC: MANABI Station) by the last day of April of your last semester with "Study Abroad" status, you can register for some types of courses approved by your college office.

③ If you submit the "Study Abroad Completion Form" to the college office (OIC: MANABI Station) before the first day of summer intensive or quarter courses, you may be approved to register for courses.

Course Load Restrictions

There may be restrictions on the number of courses you can register per semester; however, such restrictions may be eased for the first semester after completion of a study abroad program. Students must be mindful of these rules when working on their study plan at Ritsumeikan. For details, please check with your college office (OIC: MANABI Station), and/or the Academic Handbook and Registration Guidebook of your college.

From Departure to Completion of a Study Abroad Program (Course Enrollment/Credit Transfer)

【Important Notes Before Departure】

① **Study Abroad Application Form**

Participants of long-term study abroad programs must consult with the college office (OIC: MANABI Station) for their student registry to be changed from "Currently Enrolled" to "Study Abroad." For advance consultation and application, please check the Study Support Site and the Academic Handbook, and be sure to complete the application procedures by the designated date.

② **Minor fields of study**

Participants in programs that require the student registry to be changed to "Study Abroad" cannot take courses in their minor field. Please check your study plan with the college office if you have a minor.

③ **Teacher-training course**

While the student registry is "Study Abroad," you cannot register for any teacher-training courses. It is not allowed to come back to Japan for a period of time for practical training. Please check if your study plan is not affected by going abroad with your college office (OIC: MANABI Station) before applying.

④ **Foreign language study**

If you do not receive the required credits from a foreign language course at the host institution, you may need to take a foreign language course after coming back to Ritsumeikan University. Please consult with your college office (OIC: MANABI Station) regarding foreign language courses.

【Credits during the Period of Study Abroad】

The college office will assess and approve credits earned abroad if you submit a "Credit Transfer Form" after returning to Japan (Credits will be awarded in the last semester that "Study Abroad" appears on your student registry). Please note that there may be cases where credits earned abroad may not be approved.

Upon your return, please promptly consult with your college office (or Manabi Station for OIC students) and complete the required return procedures. For information regarding consultations with your college office, return procedures, and credit transfer applications, please refer to the Academic Support Website and the "Academic Handbook for All Undergraduate Students."

【Procedures for Completion of Study Abroad】
Please consult with the college office (OIC: Manabi Station) and apply for the completion of study abroad promptly after returning to Japan. Please check the Study Support Site and the Academic Handbook for information on consulting with the office, applying for the completion study abroad, and applying for credit approval.

Program Fees

（１）Preparation

Applicants must carefully consider the financial aspect of program participation and make sure to consult with their financial supporters before applying.

（2）The Deadline for Payment

Successful candidates must pay the program fees by the specified deadline.

（3）Withdrawal

Students must consider that they will not be able to withdraw from the program after the deadline for withdrawal, when applying for the program.

If you or Ritsumeikan University cancel(s) your participation in the program after the deadline for withdrawal, you or your financial supporters must pay all the program-related fees based on the cancellation policies of the host institution, travel agencies, accommodation providers, visa agencies, and other related organizations.

Tuition

（１）Payment During Studying Abroad

You are required to continue to pay the tuition to Ritsumeikan University by the specified deadline while abroad.

（2）Payment of Tuition and Participation in the Program

If you do not pay tuition in full to Ritsumeikan University by the deadline, you might be suspended from the program.

5. Health and Risk Management During the Study Abroad Period

Judgement Criteria for Cancellation of Study Abroad Programs

- In study abroad programs coordinated by the International Center, decisions on whether students can participate in programs will be made based on information provided by the Ministry of Foreign Affairs of Japan. Specifically, to guarantee students' safety, participation will be cancelled if a safety warning Level 2 or higher is announced for the host country or region.

- If a student has already started the program when the cancellation is determined, the student will be requested to return to Japan as soon as possible following instructions by the Ministry of Foreign Affairs of Japan, overseas diplomatic establishments, and Ritsumeikan University.

- Please also note that even in a country or region with Danger Alert Level １, higher than Level １, or no Danger Alert, when it is judged by Ritsumeikan University that the students' safety or continuation of study is not guaranteed, participation will be cancelled or students will be asked to return to Japan earlier than initially scheduled.

*Please make sure to also check “6. Matters of consent Regarding Study abroad program” on this guideline.

Risk Management

Students are required to purchase the overseas travel insurance designated by RU that covers travel incidents, accidents, sickness, and the like. In addition, students are also required to purchase the “I-rac Support Desk,” which is a 24/7 travel emergency service. Further details will be provided at a guidance session after program participation has been determined.

Managing Your Health during Study Abroad

- If you are currently under treatment for certain medical conditions, require regular visits to a doctor, or have concerns about your health, make sure to consult with your doctor and parents/guardians about whether it is advisable for you to study abroad. When necessary, please obtain your physician’s approval in advance. If deemed necessary, please also inform the International Center of your health condition.
- Some host institutions may require proof of immunization and/or specific vaccinations. Please check the requirements of your host institution in advance and ensure that you meet them before departure.
- Refer to your immunization record to see if you have been vaccinated for common diseases such as measles, rubella, mumps, chickenpox, tetanus, diphtheria, and whooping cough.
- At the Medical Service Center of Ritsumeikan University, students can inquire about vaccinations or any other concerns related to their participation in a program. Please make an appointment for the “Travel Clinic” if you would like to use this service.

Medical Service Center Website: http://en.ritsumei.ac.jp/health/
The “Study Abroad Health Handbook”: http://en.ritsumei.ac.jp/health/document/

6. Matters of Consent Regarding Study Abroad Program

Please read carefully of the following contents before you apply for study abroad program.
***This is tentative and you do not need to submit this form when you apply for the program.**

Terms of Agreement Regarding Participation in the Study Abroad Program
Offered by the International Center of Ritsumeikan University

This Terms of Agreement ("Agreement") is entered into by and between Ritsumeikan University (hereinafter referred to as "University") and the participant in the University's Study Abroad Program (hereinafter referred to as the "Program"), administered by the International Center. To participate in the Program, the participant must acknowledge and accept that they are representing the University during the Program, and must submit the separate "Matters of Consent," signed by both the participant and their parents or guardians, indicating agreement to the terms outlined in this Agreement. Application to the Program is predicated on the fact that the student understands and agrees in full with the contents of this Agreement. The Terms of Agreement contained herein are also contained within the application guidelines for the Program, and the student is responsible for all negative impacts including but not limited to the loss of study abroad eligibility, etc. after passing the application process due to an incomplete understanding or misunderstanding of the contents of this Agreement.

In the event the participant violates any of the terms of this Agreement, or if the University determines that the participant has acted in a manner inconsistent with the expectations of a study abroad student, the University reserves the right to revoke the participant's eligibility to study abroad. This may include, but is not limited to, a directive to return to their home country prior to the scheduled completion of the Program.

1. Fulfillment of Program Participation Procedures

1.1 The participant is required to complete all necessary procedures for study abroad, including but not limited to the submission of required documents as directed by the University and the partner institution, and to pay all related fees, including study abroad expenses and University tuition, by the designated deadlines.

1.2 Attendance at all guidance sessions, pre-departure and post-program lectures, and other mandatory Program-related activities is required unless excused by valid reason.

1.3 The participant must report their health condition accurately, including any pre-existing conditions, current illnesses, and medications, as instructed by the University. Any changes in health must be reported promptly. The participant must also undergo a medical examination at the University in the year of Program departure.

1.4 The participant is required to purchase travel insurance and risk management support services, as designated by the University, covering the period from departure to return. If the partner institution designates additional insurance requirements, the participant must comply by purchasing both the University's and the partner institution's designated insurance.

1.5 The participant must timely complete all procedures necessary for their participation in the Program, including but not limited to obtaining a passport and visa, securing travel insurance, arranging travel and accommodations, and receiving any required vaccinations. The participant is responsible for any additional costs, penalties, or other disadvantages incurred due to delays in completing these procedures.

1.6 Visa issuance is at the discretion of the embassy or consulate of the destination country, and the University does not guarantee that a visa will be granted. The participant is responsible for any cancellation fees or expenses incurred if the visa is not obtained.

1.7 The participant must provide timely reports to the University during the preparation period, throughout the duration of the Program, and after returning home, as directed by the University.

2. Disciplinary Matters

2.1 The participant must understand the purpose and objectives of the Program and diligently engage in study and research in accordance with the instructions provided by the University and the partner institution.

2.2 The participant must comply with all applicable laws and regulations of Japan, the University, the partner institution, and the country or region of stay. In cases of conflicting legal standards, the more stringent regulations shall apply.

2.3 The participant must not possess, use, purchase, or bring into Japan any narcotics, psychotropic substances, drugs, dangerous substances, or firearms that are illegal under Japanese law or the laws of the country, region, or municipality where the partner institution is located.

2.4 The participant is prohibited from driving, operating, or purchasing any motor vehicle, motorcycle, vessel, or aircraft during the Program.

2.5 During participation in the Program, the participant shall not engage in any dangerous activities that are not covered by the University's designated overseas travel insurance, such as mountain climbing using mountaineering equipment like ice axes and crampons, bobsledding, skydiving, hang-gliding, or similar activities.

2.6 The participant must cooperate with other participants and follow group instructions provided by group leaders or supervisors during necessary situations, such as airport transfers or local excursions.

2.7 The participant must comply with the rules of any dormitory or homestay arrangements at the partner institution or other accommodations.

2.8 The participant must seek permission before recording or photographing any class or activity at the partner institution.

3. Terms and Conditions of Program Participation

3.1 Selection for the Program does not guarantee final acceptance by the partner institution, which may decline the participant for reasons outside the University's control.

3.2 No special academic considerations will be made if Program dates conflict with University lectures, examinations, or supplementary classes.

3.3 In case of a medical emergency, the University or the partner institution may authorize urgent medical treatment or surgery for the participant without their prior consent or the consent of their parents/guardians.

3.4 If travel arrangements (flights, accommodations, etc.) are provided by the University or partner institution, the participant is required to use those arrangements and is not permitted to leave or join the group independently.

3.5 The participant must promptly return home after the Program's completion. Extending or shortening the Program period without University approval is prohibited.

3.6 If the participant wishes to travel, stay overnight, or temporarily return to their home country during the Program, they must submit the designated form to the University by the designated date. If instructed by the University or the partner institution to change or cancel their plans, the participant must comply with such instructions.

3.7 For programs with a duration of less than three months, temporary returns to Japan or the participant's home country are generally not permitted.

3.8 The participant must accept accommodation arrangements, including room-sharing situations, as determined by the University or partner institution, unless special circumstances exist.

3.9 In programs where accommodation is in the form of a homestay, the participant must carefully review the key considerations regarding homestays. The participant must understand that not all participants will receive exactly the same services and apply for the Program with this understanding.

4. Program Withdrawal, Cancellation, or Return

4.1 The participant acknowledges that, once accepted, they cannot withdraw from the Program except for reasons deemed legitimate by the

University.

4.2 Should the participant infringe on 1.1 or 1.2 of this Agreement in part or in full and be determined by the University to be inappropriate for study abroad, their study abroad eligibility may be revoked regardless of their will to participate.
4.3 Should the participant withdraw from the Program beyond the withdrawal deadline designated by the University, or should the University revoke study abroad eligibility, or, regardless of whether the Program has yet to begin or already begun, if the Program has to be canceled due to circumstances beyond the University's control, including early return, the participant or their parents/guardians shall still pay the University program application fees, costs incurred upon participating in the Program, costs incurred due to withdrawal/cancellation of participation/program cancellation, and cancellation fees/additional fees set by the partner institution or agencies associated with the Program. Furthermore, if there are fees for converting foreign currency into Japanese yen at the time of payment, the student or their parents/guardians shall pay these fees.

4.4 In the event of early return or withdrawal from the Program, or revocation of study abroad eligibility, the participant may be required to return any scholarships received, in accordance with the regulations of the scholarship.

4.5 The University reserves the right to withdraw the participant from the Program or instruct them to return home if their continued participation is deemed medically unfeasible.

4.6 If the University or the partner institution determines that the educational objectives of the Program cannot be achieved and that it is difficult to continue participation in the study abroad program, the participant must promptly follow instructions for returning to Japan or their home country.

4.7 The University places the highest priority on participants' lives and safety. If the Ministry of Foreign Affairs of Japan issues a Level 2 or greater safety warning and Travel Advice & Warning on Infectious Diseases for the country, region, or city where a partner institution is located based on their issued Overseas Travel Safety Information, in principle the University will make the decision to cancel the Program. The participant who are already studying abroad when a decision to cancel the Program is made must comply with the recommendations/instructions of the Ministry of Foreign Affairs of Japan and its overseas diplomatic offices as well as the instructions of the University, and, after ensuring their own safety, return to Japan immediately.
In addition, if the University determines that the safety of its students or the continuation of their studies in a specific country or region cannot be ensured, the University may cancel the Program or order students to return to Japan even if a Level 1 safety warning has (or has not) been issued (including in cases when the program is being implemented or continued as an exception).

5. Responsibilities of Program Participation
5.1 Any issues or problems that arise during participation in the Program shall primarily be the responsibility of the participant to address.

5.2 In the event that the personal or property damage suffered by the participant, or the personal or property damage caused by the participant to the partner institution or a third party, falls under any of the following (1) to (6), the participant or their parents/guardians shall be responsible for addressing the matter, and no claim for damages or other liability shall be made against the University:
(1) Damage resulting from natural disasters, maritime accidents, fire, government or public authority directives, war, riots, strikes, theft, quarantine, terrorism, hijacking, crimes, aircraft/traffic accidents, epidemics, customs regulations, public transit schedule delays, cancellations, or changes, or other force majeure events.
(2) Damage resulting from incidents or accidents that occurred under circumstances beyond the control of the University.
(3) Damage resulting from the student's own intentional or negligent acts, or acts in violation of laws or public order and morals.
(4) Damage resulting from the student's actions that deviate from the purpose and objectives of the Program.
(5) Damage arising from the student's personal issues, as well as damages resulting from travel-related procedures and arrangements undertaken by the student.

(6) Damage resulting from the suspension of dispatch as determined by the University, as described in Section 4.6.

5.3 The participant is responsible for managing their own health and must bring any necessary medications or a letter of referral from their primary physician to the destination, as needed.

6. Consent to Personal Information Handling

6.1 The participant consents to the sharing of their personal information with partner institutions, service providers, and other entities as necessary for the operation of the Program.

By applying for and participating in the Program, the participant agrees that the personal information provided to the University will be shared with the partner institutions involved in the Program, contracted administrative agencies, travel agencies, airlines, visa acquisition agencies, insurance companies, insurance agents, crisis management support companies, the Ministry of Foreign Affairs (registration to the Ministry of Foreign Affairs' overseas safety information relay service through crisis management support companies), and, limited to cases where it's integral to the operation of the Program, with other Program participants, within the scope necessary for the operation of the Program, various arrangements, procedures, and emergency responses. Furthermore, the participant understands that their information may be provided to third parties without prior consent in the following circumstances:

(1) When required by law or necessary for the performance of legal duties.

(2) When it is difficult to obtain prior consent due to an emergency that ensures the safety of participants.

6.2 The participant also agrees that the University may receive personal information such as grade information and living information from the partner institutions for the purpose of Program operation and may provide this information to the partner institutions.

7. Consent to Use of Portrait and Copyrighted Materials

7.1 The participant agrees that photographs and videos provided by participants and related parties in connection with the study abroad program, upon the University's request, will not exercise rights such as portrait rights, copyright, or privacy rights, as long as they are used for the purposes and under the conditions specified below:

Purpose of Use: For promotional activities conducted by the University to promote international engagement (including publication on official promotional media such as the University's website, video-sharing platforms including YouTube, brochures, and internal recruitment flyers, as well as video presentations during internal promotional activities).

Conditions of Use:

- The usage period for the provided photographs and videos will be indefinite unless the provider requests otherwise.
- The name or other identifying information of the provider will not be published alongside photographs or videos in promotional media without obtaining the provider's consent.
- If a request to delete a portrait used in promotional media is made by the photographer or the subject of the photo, the University will respond as quickly as possible; however, it may not always be feasible to accommodate such requests, especially in the case of mass-printed materials.

7.2 The participant confirms that any photographs and videos provided to the University are taken by themselves and that they have obtained consent regarding the matters stated in Section 7.1 for any individuals, including other program participants, who appear in the photographs and videos.

7.3 If the participant does not wish for photographs or videos featuring them to be used, they must clearly communicate this intention to the photographer and indicate that they do not want their images provided to the University.

7. Regarding the Use of Generative AI in Exchange Program Applications

Declaration
Regarding the Use of Generative AI in Exchange Program Applications

In applying for the exchange program, I hereby declare that I understand and will comply with the following:

1. All application documents for the exchange program will be created based on my own thoughts and expressions.

2. When using generative AI tools (such as ChatGPT, Copilot, etc.), I will adhere to the following:
    - I will not use AI-generated content as-is.
    - I will verify the accuracy and appropriateness of the output myself and make necessary revisions.
    - If asked, I will honestly disclose whether I used generative AI and to what extent.

3. I understand that inappropriate use of generative AI, including submitting others' work or AI-generated content without modification, may be considered plagiarism or academic misconduct.

4. I agree that if I violate this declaration or if plagiarism or misconduct is discovered, my application may be disqualified, and I may be subject to disciplinary action in accordance with university regulations.