

Application Guidelines for 2026 Academic Year Fall Departure Student Exchange Programs <1st Round> (Program Edition)

The International Center of Ritsumeikan University is accepting applications for AY 2026 Fall Departure Student Exchange Programs as follows.

*Please read this guideline and the “Application Guidelines for 2026 Academic Year Fall Departure Long-Term Study Abroad Program (Common Edition)” carefully before submitting your application.

*This guideline is called “Program Edition” and the other guideline is called “Common Edition.”

Program Name	Language	Country/ Area	Housing	No. of Participants	Expected Period of Study Abroad
Student Exchange Program	English	Central and North America, Europe, Asia, Africa	Dormitory, Apartment, or Homestay *Arranged by Student	Please check the “Application Requirements”	(1 Academic year) August–October 2026 ~ April–July 2027
	Spanish	Spain Mexico			(1 Semester) August–October 2026 ~ December 2026 or January–February 2027
	German	Germany, Switzerland			
	French	France			
	Italian	Italy			
	Chinese	China Taiwan			*Differs for each host institution.

*You can choose up to 5 institutions for Student Exchange Program.

October 2025
Ritsumeikan University International Center

Mindset for Participating in the Exchange Program

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

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I. REGARDING THE CHANGE IN SELECTION PROCEDURES

October 2025, International Center, Ritsumeikan University

To All Applicants for the Exchange Program

Starting with the recruitment for the Fall 2026 Student Exchange Program, the selection process will be partially revised. This update aims to shorten the selection period, expand application opportunities, and enrich support system for those who are accepted to the program. The main changes are as follows:

1. Selection Process Change

Regardless of the language of instruction, the previous two-step selection process (document screening → interview) will be replaced by a comprehensive evaluation based solely on document screening (application report and GPA). For details on the screening criteria, please refer to Section 6 “Screening / How to Apply” in the application guidelines.

2. Language Proficiency Confirmation(※1)

Regardless of the host institution, applicants who wish to study abroad in English will be required to submit language test scores to confirm they meet the language requirements of the host university.

For applicants who wish to study abroad in languages other than English, 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.

3. Interview Scheduling for those who wish to study abroad in languages other than English

Interviews will be conducted along with document screening. While they are primarily scheduled on weekends as in previous years, depending on the number of applicants, some interviews may be held on weekday evenings.

The International Center continues to review the selection process to expand application opportunities and enrich support system that students can receive after the acceptance of the program until their departure. Further revisions may be made in the future, and any updates will be announced in advance via platforms such as Manaba+R. Please note that any changes will be made with consideration to avoid affecting ongoing selection processes.

※ I Notes on interviews for languages other than English

Unlike TOEFL or IELTS, opportunities to take the language tests required by some host universities may be limited within Japan for languages other than English. In some cases, host universities may not require submission of language scores. However, as students are sent to our partner universities as part of a university-led program, we conduct interviews to ensure that applicants possess the minimum language skills necessary to adapt smoothly to life and classes abroad.

2. APPLICATION・APPLICATION PERIOD・CONTACT INFORMATION

【Application Period】

Monday, October 20th 2025 (10:00 am) ~ Friday, October 24th 2025 (5:30 pm) (JST)

*Please refer to “6. SCREENING / HOW TO APPLY” for more information.
No late submission is accepted.

【How to Apply】Online Application

The URL for the application web form, which can be accessed only during the “Application Period” mentioned above, will be published in the “Application Guidelines, etc (Student Exchange Program)” page of the International Center web page below.

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

【Others】

- Please start preparing all necessary documents well in advance. No late submission will be accepted.
- Please read this guideline as well as application requirements (especially details in remarks) carefully.
- If you have any questions regarding Exchange program, please contact us using Contact form: <https://global.support.ritsumei.ac.jp/hc/en-us>
Question regarding submitted application and application status will not be answered.

3. PROGRAM INFORMATION

Program Name	Fall Departure Student Exchange Program
Program Aims and Objectives	To study specialized fields utilizing advanced foreign 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
Date/Duration	From an orientation until the end of final examinations at the host institution. The actual duration differs for each host institution. Applicants should refer to the academic calendar of the host institution for specific dates.
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. This case applies especially to students who will study abroad in countries where the native language is not English. ★Basic study plan of the program <If you are planning to study in English> Study subjects in fields related to your interests Students may have to take language courses or be subject to certain course restrictions depending on TOEFL iBT® test /IELTS scores. <If you are planning to study in the 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 "Application Requirements."

Housing	Dormitory, apartment, or homestay (students are responsible for their own housing arrangements)
Application requirements *Please also make sure to check “6.SCREENING, HOW TO APPLY”.	Differ for each institution. Please check "Application Requirements." 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.ritsumeai.ac.jp/hc/en-us) before the application period starts. Without prior consultation, your application will 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. <Other Important Notes> Because of the curriculum, careful consideration is needed when students of the College of Liberal Arts are participating in the study abroad program. GLA students must consult with the GLA college office before considering participation in the program.
Student registry status while abroad	One semester study: 2026 Fall: “Study Abroad” 2027 Spring: “Currently Enrolled” One academic year study: 2026 Fall: “Study Abroad” 2027 Spring: “Study Abroad”
Grading, Credits	Students take academic courses held at the host institution. Students can apply for a transfer of the credits earned at their host institution after returning to Japan. Please check “ 2. STUDENT REGISTRY, COURSE ENROLLMENT, CREDITS” in the “Common Edition” for detailed information.
Program Fee *Please also make sure to check “5. REGARDING APPLICATIONS FOR STUDY ABROAD PROGRAMS” and the “Common Edition.”	Students do not need to pay any tuition to the host institution but must keep paying regular tuition to Ritsumeikan 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 university-designated overseas travel insurance and risk management service in order to participate in the program. 【Note】 Student must keep paying regular tuition to Ritsumeikan while studying abroad (Please check the “Common Edition” for detailed information).

Scholarship *Please also make sure to check the “Common Edition.”	Ritsumeikan University Study Abroad Challenge Scholarship (hereinafter Challenge Scholarship) The amount awarded for the scholarship varies depending on the period and the country/region that the student studies. 1 semester : 150,000 ~ 250,000 JPY 1 academic year : 200,000 ~ 300,000 JPY Please refer to “4. STUDY ABROAD SCHOLARSHIPS” in the “Common Edition” for details of “Ritsumeikan University Study Abroad Support Scholarship” or other scholarships. The scholarship is scheduled to be paid into Japanese bank account at the end of the second month following receipt of the Arrival Report. (e.g., submitted the Arrival Report on August 10, 2025 → paid at the end of October 2025) For the details of the JASSO Study Abroad Support System (Scholarship for study abroad at partner institutions), please enquire at the International Center. *Please note that only Japanese nationals and Special Permanent Residents of Japan will be eligible to apply for this scholarship.
Guidance sessions (Before Departure)	Several guidance sessions will be held regarding the program such as the orientation for successful candidates, orientation for visa application, and pre-departure guidance sessions. Attendance is mandatory for all successful candidates.
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.
Others	• The application requirements are set by each institution at the time of publication of the application guidelines. <u>The language requirements may change without prior notice after the internal application period.</u> • 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. • <u>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.</u> Some language courses require additional fees.

- This screening among 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 that 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. Especially in city areas, it is difficult to secure a place to stay, and there are often cases where people temporarily stay at a hotel or other accommodation while they search for a place to stay after arriving at host institution. They must make sure to complete the required process by the deadlines.
- Students are required to apply for the necessary visa to participate in the program through the university designated visa agency (JACC Overseas Corporation). Visa application may cost in some cases approximately JPY200,000. If the destination country 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 2024), 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.

<ref.>

- 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>

4. SCHEDULE

(1) Dates and Procedures—from Application to Deadline for Withdrawal

Application Period	Monday, October 20th 2025 (10:00 am) ~ Friday, October 24th 2025 (5:30 pm) (JST)
Screening	Document screening + interview screening for languages other than English The interview will be held as follows: Tuesday, November 4th 2025 and Thursday, November 13th 2025, including the weekend of 8-9th. The International Center will notify the applicable applicants of the specific time of the interview.
Announcement of Results	Wednesday, November 19th, 2025 (planned at 1:00 pm) • Check manaba+R (Personal Category). • The 2nd screening will be an interview. The date, time, and location of the interview for each student will be announced with the results of the 1st screening. The interviews will be conducted online.
Guidance Session for Successful Candidates	6:00PM – 7:00PM on Thursday November 20th or Friday November 21, 2025 (Tentative) *The guidance session will be held online and only in Japanese. • Details will be announced together with the results of the 2nd screening. • Attendance is mandatory for all successful candidates as important information will be provided during this orientation.
Deadline for Program Fee Payment	Wednesday, November 26th, 2025 by 3:00 pm Please check the detail on “5. REGARDING APPLICATIONS FOR STUDY ABROAD PROGRAMS.”
Deadline for Withdrawal	Wednesday, November 26th, 2025 by 3:00 pm * If you withdraw after the deadline, you must pay a part or full amount of the program fees.

(2) Important Dates for Successful Candidates *This schedule is subject to change.

The following guidance sessions will be held. You must participate in all sessions. Please arrange your schedule accordingly in advance.

Guidance Sessions	【February, 2026】 • 2nd Guidance Session for Successful Candidates 【March–April, 2026】 • Guidance session for visa application (only for applicable students)
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	【June-July, 2026】 ・Health management guidance ・Risk management and Mental Health guidance 【Middle of July, 2026】 ・Pre-departure guidance session
Program begins	August-October, 2026 (Differs for each host institution.)
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.

5. REGARDING APPLICATIONS FOR STUDY ABROAD PROGRAMS

Please check the information below before you apply to the study abroad program.

Exchange Program Application Informational Video

Before the application period begins, a video explaining how to read the application criteria chart will be released on Youtube, so please be sure to watch it.

	ZOOM URL
Exchange Program (Fall Departure.)	https://ritsumei-ac-jp.zoom.us/j/95729926574

Program Reports written by past participants

Program reports written by past participants of each program are available on the International Center's website.

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

Participation in other study abroad programs

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.

- ・2026 Academic Year Fall Departure Long-Term Study Abroad Programs
- ・2026 Academic Year Fall Departure One Semester Study Abroad Programs
- ・(Programs other than Student Exchange Program and PBL program) the same program you have participated in the previous years

*Please also refer to the “Common Edition”.

【Other Points to Keep in Mind】

(Student Exchange Program only) Those who participated in the exchange program in the past years can apply for the exchange program again. However, if you are applying to the same host

institution again, please be sure to consult with the International Center before the application period starts, since you may not be able to apply to the same host institution more than once.

Documents must be prepared

Documents that do not need to be submitted at the time of application, but must be prepared

(1) Photocopy of Passport

- 1) 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, but make sure to have it ready before the Guidance Session for Successful Candidates.

- 3) Make sure to renew your passport if it is set to expire during the program.

- 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.

*Please refer to “2. APPLICATION・APPLICATION PERIOD・CONTACT INFORMATION” for the contact information.

Program Fee

Successful candidates must pay a part of or the full amount of required program fees by each specified deadline. Required fees may vary by period of study abroad. The detail would be announced in the Guidance Session for Successful Candidates.

Name of Program	Period of study abroad	Program Fee	How to pay
Student Exchange Program (2026 Spring Departure)	One Semester	24,000 JPY	Will be announced at the Guidance Session for Successful Candidates
	One Academic year	37,000 JPY	

6. SCREENING / HOW TO APPLY

Screening Process (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 3. Clarity and persuasiveness of your study and career plans after returning to Japan 4. 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.

Application Process

(1) Online Application

Please access the URL/QR code indicated in “2. APPLICATION・APPLICATION PERIOD・CONTACT INFORMATION”, upload and submit all the required documents. Please read the “Notes” below carefully before applying.

- A RAINBOW-ID and password are required to access the Online Application Portal.
- 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.
- It is a one-time application. 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.

(2) System requirements for online application

Please use PC for your application, not smart phone or tablet, as the latter might cause problems in entering information both online and in PDF forms.

(3) Required Documents for Application

You need to upload documents indicated below so please prepare these documents beforehand. Also, please check (4) How to Create Application documents / Important Notes when you prepare documents.

- Documents marked with (※): Please download the format from the URL which is indicated in “2. APPLICATION・APPLICATION PERIOD・CONTACT INFORMATION” and fill out the form.

No.	Name of Documents	Others
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) <u>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.</u>	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”.

(4) How to Create Application documents / Important Notes

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. <table border="1"> <tr> <td>Institution Name #1</td><td colspan="2"></td></tr> <tr> <td>Why do you want to study at this institution?</td><td colspan="2"></td></tr> <tr> <td></td><td>English</td><td>Languages other than English</td></tr> <tr> <td>Study Plan by language of study</td><td> 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 regular courses </td><td> Please check one of the boxes below. ☐ <Option 1> Planning to take regular academic courses only ☐ <Option 2> Planning to take both regular academic courses and language courses ☐ <Option 3> Planning to take language courses only </td></tr> <tr> <td>Intended course list</td><td colspan="2"> ● 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. <table border="1"> <thead> <tr> <th>Course Code</th><th>Course Title</th></tr> </thead> <tbody> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </tbody> </table> </td></tr> </table> 【How to fill out a Study Plan】 You can download the prescribed format from the International Center’s website “Application Guideline” page.	Institution Name #1			Why do you want to study at this institution?				English	Languages other than English	Study Plan by language of study	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 regular courses	Please check one of the boxes below. ☐ <Option 1> Planning to take regular academic courses only ☐ <Option 2> Planning to take both regular academic courses and language 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. <table border="1"> <thead> <tr> <th>Course Code</th><th>Course Title</th></tr> </thead> <tbody> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </tbody> </table>		Course Code	Course Title								
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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 of 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.

【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 <u>e.g.</u> ●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 in the course list of the host institution. <u>e.g.</u> ●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 “ 3. PROGRAM INFORMATION.” •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 as it will be taken into consideration during the 1st screening. <Notes before submission> •Please make sure that <u>all scores, candidate/appointment number, date issued(or date of examination), name, and date of birth are completely included in the PDF.</u> (If the pages are cut off in the middle and cannot be verified as yours will not be accepted.) •For <u>TOEFL iBT®, MyBest scores are not acceptable.</u> •For <u>IELTS, scores obtained through the One Skill Retake are not acceptable.</u> •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 or PBL 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 <u>all scores, candidate/appointment number, date issued(or date of examination), name, and date of birth are completely included in the PDF</u>
④	Credit Earning State
⑤	Course Registration and Grade List
⑥	GPA List
	● You can check the supported browsers of manaba+R and Campus Web at the bottom of the “ Welcome to Ritsumeikan manaba+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 manaba+R, 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.

① Credit Earning State

The screenshot shows the 'Credit Earning State' page. At the top, there is a header with the Ritsumeikan logo and 'CAMPUS WEB' text. Below the header, there is a navigation bar with the text 'CAMPUSWEB'. The main content area contains a form with fields for 'Student ID Number', 'Year', 'College', 'Semester', 'Foreign Language Learning Pattern', 'First Foreign Language', 'Second Foreign Language', and 'Degree Program'. Below the form, there is a table with columns 'Course Category', 'Required', 'Acquired', and 'Registered'. The table contains two rows: 'Graduation Requirements' and 'General Education Courses'. At the bottom, there are three buttons: 'Reload', 'Course Registration and Grade' (highlighted with a red rectangle), and 'GPA' (highlighted with a red rectangle). A yellow callout points to the 'Course Registration and Grade' button with the text 'Click here for ② Course Registration and Grade'. A red dotted box contains the text: '*Be sure to include the "Close" button when saving the page. Even if the last page only shows the "Close" button, it must be included in your application.'

Course Category	Required	Acquired	Registered
Graduation Requirements - Total -	124	58	
General Education Courses - Total -	14	20	

② Course Registration and Grade List



Account :
Name :

 Course Registration and Grade List

Student Information

Student ID Number : _____

Year : _____

College : _____

First Foreign Language : _____

Required Number of Credits for Graduation : _____

Name : _____

Semester : _____

Foreign Language Learning Pattern : _____

Second Foreign Language : _____

Degree Program : _____

Our Course Registration and Grade List is displayed below.

Notes]

*Credit(s) of Registered Course(s) is / are displayed as blank in field of [Earned AY] (including Credit(s) of Applying for Lottery-Based Course Registration).

*Credit(s) of Applying for Lottery-Based Course Registration is / are displayed in () in field of [Credit(s)]. If your application for Lottery-Based Course Registration is approved, parentheses will not be displayed. Conversely, if your application for Lottery-Based Course Registration is NOT approved, course information will not be displayed.

Reload

Course Category	Course Title	Class	Instructor	Credit(s)	Grade	Academic Year	Term
Courses in General Education	IR-AS104 Introduction to Sociology	RB	HEIM STEPHANE	2	B	2016	Fall
Courses in General	IR-AS101 Introduction to Law	RB	MOUS				

(Total 30 item(s))

***Be sure to include the “Close” button when saving the page. Even if the last page only shows the “Close” button, it must be included in your application.**

③ GPA



Name :

 GPA List

Student Information

Student ID Number : _____

Year : _____

College : _____

First Foreign Language : _____

Required Number of Credits for Graduation : _____

Name : _____

Semester : _____

Foreign Language Learning Pattern : _____

Second Foreign Language : _____

Degree Program : _____

Semester GPA(s) and Cumulative GPA(s) are displayed below.

Calculation of GPA: α/β

$\alpha = 5 \times (\text{the number of A+ credits}) + 4 \times (\text{the number of A credits}) + 3 \times (\text{the number of B credits}) + 2 \times (\text{the number of C credits})$

$\beta = \text{the total number of A+, A, B, C and F credits}$

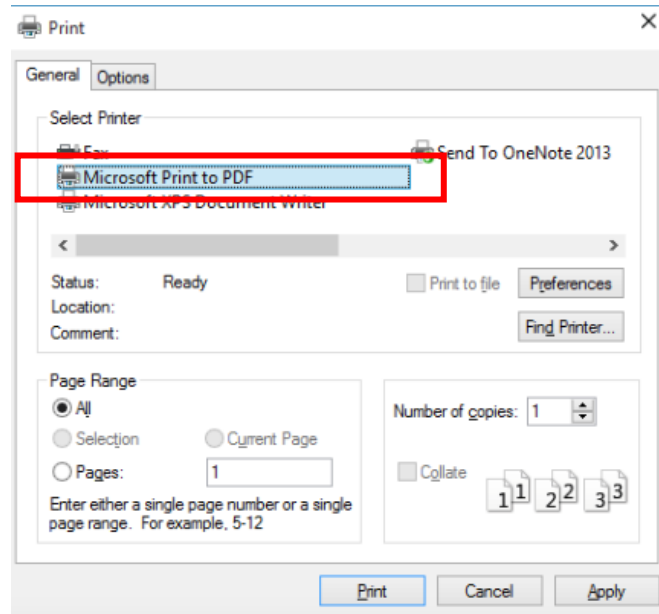
*Credits for optional subjects(which will not count towards graduation requirements) are not included in GPA calculation.

Academic Year	Term	Semester GPA
2016	Fall Semester	3.50
2017	Spring Semester	4.00
2017	Fall Semester	3.75

***Be sure to include the “Close” button when saving the page. Even if the last page only shows the “Close” button, it must be included in your application.**

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

1. Press “Ctrl” + ”P” to print out the page.
2. Select a 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”



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.