

Rikkyo University Application Guidelines for Special International Students [Inter-university Agreements] (AY 2019-2020)

Eligibility

The applicants must be full-time students enrolled at overseas partner institutions which have an inter-university exchange agreement with Rikkyo University. While both undergraduate and graduate students are accepted as exchange students, agreements with specific partner institutions may not extend to accepting graduate students. Please contact your home institution regarding your eligibility to participate.

As for overseas partner institutions which have an inter-university exchange agreement with Rikkyo University, please refer to the following website;
<http://www.rikkyo.ac.jp/campuslife/support/international/partners.html>

Application Procedure

	Spring (April) admission	Fall (September) admission
Application Deadline	November 15 of previous year	March 31
Notification of Admission	Mid-February	Mid-July
Students' Arrival	Mid to Late March	Early September

***Note that applications must be submitted to the International Office, Rikkyo University by the deadline above.**

Interested applicants must complete the online application and submit the necessary documents before the deadline through their home institutions.

*URL for online application will be provided by your home institution.

Rikkyo University reviews the applications and allocates the students to appropriate colleges/graduate schools. After the students' admission is confirmed, a certificate of eligibility is issued and mailed to home institutions.

Required Documents

Applicants must submit all required documents together with the application form.

All documents must be written in either Japanese or in English. If written in other languages, an official Japanese or English translation must be attached. We **do not** accept applications unless all the documents are properly completed.

1	Application Form
2	Letter of recommendation written by academic advisor / supervising professor at home institution
3	Official academic transcript including past 2 years' grades from home institution (Original / in English)
4	Certificate of Health (prescribed form) *All applicants must take a chest x-ray exam at the time of application.
5	Certificate of Finance (prescribed form) * Although the name of the bank account is you, if the saving deposits originally come from third parties, the name of your sponsor will be that third party. (ie; money from your parent or relative⇒sponsor should be your parent or relative) * If you are self-sponsored (supported), please indicate your employer's information. * If you saved the money by working several part-time jobs in the past, indicate any one of your employer's information.
6	Original bank statement (under the name of the financial sponsors, in English / Issued by a bank within 2 months before the application date) ※Certificate of Finance is one of the most important documents in order to issue you a Certificate of Eligibility (COE). Incomplete forms cause delay in applying for your COE. * You must submit original bank statement, and/or certificate of the scholarship/financial aids. * Evidence of cash deposit (credit limit not acceptable) of more than 600,000JPY for Spring semester only, 840,000JPY for Fall semester only, 1,320,000JPY for a full year is required * Bank statement must bear the name of the account holder and the cash deposit amount indicated above. * Sponsor on the application form must be the same person as the account holder. Ex1) Your parent is sponsoring you. If the money comes from your parent even if you have enough cash in your bank account, the sponsor is your parent. Your parent's employment information must be filled out with his/her signature.

	<p>Ex2) Self-sponsored by working part time jobs (current or past) Fill out the information of your current/past employment on the application form. If you have/had several jobs, you can only indicate any one of them.</p> <p>Ex3) Receiving scholarship/grant/financial aid Fill out the information of the third party (institution, government, private educational fund organization, etc.) on the Certificate of Finance. Also, send us an letter/certificate from the third party that bears the name of the student, amount of the fund student will receive, and duration with an institutional stamps or signature.</p>
7	Certificate of the Japanese language proficiency (if applicable)
8	Certificate of the English language proficiency (if applicable)
9	<p>Copy of valid passport To certify your name, nationality, and date of birth. Japanese citizenship holder must submit a copy of your Japanese passport.</p>
10	<p>Two recent professional passport photographs (4 × 3 cm) *Must be a passport-quality, professional, without background, facing front, no obscuring items such as hats, etc. *Since they will be used for COE application and student ID card, size must be 4x3cm and no bigger than the configuration can be acceptable.</p>
11	<p>Rikkyo University International Dormitory Housing Application (Those who wish to reside in a dormitory must submit this form.) *If you have any specific reason for a special consideration, you must fill out the details in the application. If you haven't written anything but request for the consideration after the placement, we are not able to consider your request. *You may apply for the dorms only when you accept placement to any of the dorms. *Dorm rooms are limited and there's a possibility that we cannot place to any of the dorms.</p>

Notes on Application

1. Application documents are to be submitted to the International Office, Rikkyo University by your home institution.
2. Applications should be completed in either Japanese or English by the applicant. **Application completed by any third party cannot be accepted and may lead to disqualification from the program.**
3. Special International Students cannot be enrolled in a degree program.
4. Rikkyo University's partner institutions must confirm their students' eligibility to participate in the exchange program as stipulated by the terms of the exchange agreement with Rikkyo before they submit the application.
5. Applicants must check to see if their desired area of study is available in Rikkyo University's graduate or undergraduate programs.
6. Most of the regular academic courses are offered in Japanese, except for Japanese Studies in Foreign Language and Language Education Courses as well as classes offered in English at each College. Those who wish to take regular academic courses conducted in Japanese must have the minimum required level of Japanese language proficiency (normally J6 level or above on the Rikkyo Japanese Placement Test.) The minimum required level of the Japanese language proficiency for taking regular courses in Japanese varies by course. For details, please refer to page 10.
7. **Those who wish to take Language Education Courses (German, French, Spanish, Chinese or Korean) must have prior learning experience (for approximately one year or more) in the language which they want to study at an educational institution, and must have the minimum required level of Japanese proficiency.**
8. Supervising professors will give individual instruction and advice to special international students at graduate level. An appointed supervising professor may also provide each student with supplemental tutorial sessions, if needed.
9. Keep in mind that certain courses are offered only on a year-long basis beginning in April and continuing into February of the following calendar year. Some classes are only open to students who arrive in April and not available for the ones who arrive in September.
10. Please note that some courses limit the number of students to be enrolled and may be only open for the students of a particular year (e.g. seniors). Generally, these courses may not be available to Special International students.

Academics

The Rikkyo University Exchange Program offers a *Japanese Studies in Foreign Language Program*, which offers a wide variety of classes related to Japan and other Asian countries alongside Japanese students and provides an opportunity to interact with one another in classes. Course instructors take advantage of resources in Japan to offer unique courses in various fields, including history, sociology, politics, economics, and Asian studies. Non-native speakers of English will require a level equivalent to TOEIC 700 for advanced level classes, and a level equivalent to TOEIC 550 for intermediate level classes in order to register for courses of *Japanese Studies in Foreign Language Program*. Many academic courses are also offered in English by each college and graduate school, and are open to enrollment by Special International Students.

Those who wish to take regular academic courses conducted in Japanese must have the minimum required level of Japanese proficiency (normally, J6 level on the Rikkyo Japanese Placement Test or N1 Level on the Japanese Language Proficiency Test).

Exchange students can also take advantage of the comprehensive Japanese language courses, offered in nine levels of proficiency - from J0 for beginners to J8 for advanced education to help them advancing their skills in both Japanese language and their understanding of Japanese culture and society.

➤ Course contents offered in English for Special International Students (AY 2018-2019):

http://english.rikkyo.ac.jp/student_life/international_exchange/foreigner/special/program/

➤ Course catalogs and syllabuses for regular academic courses (AY2018-2019):

<https://sy.rikkyo.ac.jp/timetable/stop.do> (in Japanese)

*Notes: Please note that the course contents are subject to change in each academic year.

There is no guarantee of being able to enroll in all desired courses.

Visa

Rikkyo University submits an application for the Certificate of Eligibility on behalf of incoming exchange students. After the Japanese Immigration Bureau issues the Certificates, the University mails them directly to partner institutions. Upon receipt of this certificate all incoming exchange students must then obtain a College Student Visa at their nearest Japanese embassy/consulate prior to their departure to Japan. You need to contact the nearest Japanese embassy/consulate for more information regarding visa application. **Students cannot participate in the exchange program or be enrolled at Rikkyo University under a Temporary Visitor Visa.**

Costs

The approximate costs for studying as exchange student at Rikkyo are listed as follows:

Tuition	Waived *Note: Students may have to bear tuition costs in the case that their home institution sends more students than the agreed number of exchange slots to Rikkyo, depending on the exchange balance.)
Housing (International Dormitory)	Spring (April-July): about 163,000 - 410,000 yen Fall (September-February): about 205,000 - 570,000 yen <i>*Additional fees for optional meal plan, bed linen rental service and utility fees may apply. Please refer to "Rikkyo University Accommodation Service" for details.</i>
Student Commuter Pass	3 months: about 12,000 yen 6 months: about 23,000 yen
Student Insurance	National insurance: about 1,000 yen per month (when reduction procedures completed) Rikkyo student insurance: 3,500 yen per year, 1,750 yen per semester <i>*Students must join the National insurance.</i>
Living expenses	About 120,000 yen per month (840,000 yen for 1 semester / 1,320,000 yen for 2 semesters)

Housing

➤International Dormitories

Rikkyo University operates four international dormitories, Rikkyo University International Dormitory (RUID) Asakadai and Shiki, Rikkyo International Residence (RIR) Shiinamachi, Rikkyo Global House (RGH) and one rented apartment (Comfort Ikebukuro). All the rooms are single and furnished so that you can start your life in Japan smoothly. A meal plan and bed linen rental service is available with additional fees*. The dormitory managers are able to assist you to ensure you have a pleasant and comfortable stay.

* RIR Shiinamachi residents are required to subscribe to the meal plan. Rikkyo Global House (RGH) and Comfort Ikebukuro do not provide a meal service.

➤Off-Campus Housing

Rikkyo University helps students finding an apartment through our corporate housing company.

Personal Information

Your personal information will be used for the support of academic life and student life at Rikkyo before and after the enrollment, in addition to the screening process of enrollment and the procedures of enrollment.

Privacy Policy <http://english.rikkyo.ac.jp/privacypolicy/>

Admission Schedule

	Spring (April) admission	Fall (September) admission	Notes
① Exchange application deadline	November 15 of the previous year	March 31	The applications must be submitted through partner universities/institutions.
② Notification of admission (by mail) including scholarship allocation, dormitory notification, etc.	Mid-February	Mid-July	Rikkyo University sends the notification by courier. Basically, we send out to home universities, however only under unavoidable circumstances, we send it directly to you. If your address is different from your application, you are responsible for providing the correct mailing address.
③ Book flight reservation	Mid-February	Mid-July	<u>Please arrive in Japan in late March for spring admission or after September 1 for fall admission.</u>
④ (Dormitory residents) Deadline of Dormitory contract	Late February	Late July	If you apply for dormitory, you have to submit this contract before the deadline. Dormitory check-in date will be announced with dormitory notification.
⑤ Certificate of Eligibility (by mail)	Early March	Mid-July	Rikkyo University sends the notification by courier. Basically, we send out to home universities, however only under unavoidable circumstances, we send it directly to you. If your address is different from your application, you are responsible for providing the correct mailing address.
⑥ Applying for Student Visa	Early March	Mid-July	Upon receiving certificate of eligibility, you need to apply for a student visa at the Japanese Embassy/Consulate near your address.
⑦ Arrival in Japan	Late March	Early September	<u>Please arrive in Japan in late-March for spring admission or after September 1 for fall admission and at least the day before the first day orientation. Further details will be announced later.</u>
⑧ Orientation	From around March 25	From around September 5	Academic calendar of the following year will be determined at the end of November of the previous year.
⑨ Classes begin	Around April 10	Around September 20	

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ACADEMIC CALENDAR 2019-2020

年 Year	月 Month	日 Date	曜日 Day	行 事 / E v e n t	
2019年	3月	25日	Mon.	} 新入特別外国人学生オリエンテーション(4月入学) Orientation for new Special International Students of Spring Semester	
	March	9日	Tue.		
	4月 April	10日	Wed.	春学期授業開始 Start of Spring Semester Classes	
		中旬 Mid		特別外国人学生 履修登録締切日 Due date of course registration for Special International Students	
	5月 May	29日	Mon.	授業日 School Day	
		30日	Tue.	授業日 School Day	
		4日	Sat.	授業日 School Day	
		5日	Sun.	創立記念日 Foundation Day	
		6日	Mon.	授業日 School Day	
		9日	Thu.	創立記念式(創立145周年) Foundation Anniversary Ceremony (145th Anniversary)	
		7月	15日	Mon.	授業日 School Day
		July	20日	Sat.	} 春学期末試験 Spring Semester Final Exams
			31日	Wed.	
		August	1日	Thu.	} 夏季休業期間 Summer Vacation
9月	19日		Thu.		
September		4日	Wed.	} 新入特別外国人学生オリエンテーション(9月入学・予定) Orientation for new Special International Students of Fall Semester (tentative)	
		19日	Thu.		
	10月 October	20日	Fri.	秋学期授業開始 Start of Fall Semester Classes	
		23日	Mon.	授業日 School Day	
		下旬 Late		特別外国人学生 履修登録締切日 Due date of course registration for Special International Students	
		4日	Fri.	授業休講日 No Class Day	
		14日	Mon.	授業日 School Day	
		16日	Wed.	授業休講日(スポーツフェア) No Class Day (Sports Fair)	
		22日	Tue.	授業日 School Day	
		31日	Thu.	} 秋季臨時休業期間(学園祭) Fall Recess (School Festival)	
		11月	5日		Tue.
		November		16日	Sat.
23日	Sat.			授業日 School Day	
26日	Tue.			授業休講日 No Class Day	
12月	4日			Wed.	授業休講日 No Class Day
December		23日	Mon.	授業休講日 No Class Day	
		24日	Tue.	} 冬季休業期間 Winter Recess	
2020年	1月	4日	Sat.		} 大学入試センター試験(池袋キャンパス開講、新座キャンパス全日休講) National Center Test for University Admissions (Classes held at Ikebukuro Campus, no classes at Niiza Campus)
January	18日	Sat.			
February	2月	23日	Thu.	} 秋学期末・学年末試験 Fall Semester Final Exams and Year-End Final Exams	
		3日	Mon.		

2019 年度 日本語能力要件

AY2019-2020 Japanese Language Proficiency Requirement

日本語で開講される各学部・研究科科目、全学共通科目を履修する場合に必要な日本語能力要件(=履修の際に前提となる日本語力)は、立教大学日本語プレースメントテストによるレベル分けに対応し、科目ごとに示されます。

日本語プレースメントテストのレベル(総合判定)が、各科目が示す日本語能力要件を満たしていること確認して履修してください。日本語能力要件を満たさないで履修した場合でも、日本語に関する特別な配慮は行いません。

The minimum required level of Japanese language proficiency for enrollment in the academic courses offered by colleges/graduate schools as well as University-wide Liberal Arts Courses in Japanese corresponds to the levels determined by the Rikkyo Japanese Language Placement Test and is shown by each course.

To enroll in a course conducted in Japanese, students have to confirm that their level (comprehensive evaluation of 4 skills) meets the required level shown by each course. In the case that they enroll in a course their level doesn't meet, we cannot make any special arrangements for them.