

# Rikkyo University Application Guidelines for Special International Students (AY 2018-2019)

## *Eligibility*

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The applicants must be full-time students enrolled at overseas partner institutions which have a university-wide 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 a university-wide exchange agreement with Rikkyo University, please refer to the following website;  
<http://www.rikkyo.ac.jp/campuslife/support/international/partners.html>

## *Application Procedure*

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	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	Late August to 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 English. If written in another language, 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)
5	<p>Certificate of Finance (prescribed form)</p> <p><b>* Although the name of the bank account is yours, if the saving deposits originally come from third parties, the name of your sponsor will be that third party.</b> (ie; your parent or relative)</p> <p><b>* If you are self sponsored (supported), please indicate your employer.</b></p>
6	<p>Original bank statement of your financial sponsors (in English / Issued by a bank within the 2 months before the application date)</p> <p>* You must submit evidence of financial resources for living expenses, round-trip airfare and tuition fees (if you are applying as a self-paying applicant).</p> <p>* Though you may intend to apply for the scholarship, you still need to cover the difference between the scholarship funds and other expenses, such as tuition fees (if needed), living expenses, airfare (round-trip). You must submit evidence of financial resources to cover this amount.</p> <p>* If you are sponsored by scholarship, you must also submit the certificate of receipt of scholarship.</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</p> <p>This document should certify your name, nationality, and date of birth.</p>
10	One recent professional passport photo (4 × 3 cm)
11	Rikkyo University International Dormitory Housing Application (Those who wish to reside in a dormitory must submit this form.)
12	Rikkyo University International Exchange Students(RUI) Scholarship Application Documents (For those who apply for RUI Scholarship)

## *Notes on Application*

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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 College and/or Graduate School. For details, please refer to page 8.
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*

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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 Level 1 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 2017-2018):

[http://english.rikkyo.ac.jp/student\\_life/international\\_exchange/foreigner/special/program/](http://english.rikkyo.ac.jp/student_life/international_exchange/foreigner/special/program/)

➤ Course catalogs and syllabuses for regular academic courses (AY2017-2018):

<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*

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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 160,000 - 220,000 yen Fall (September-February): about 240,000 - 330,000 yen *Not including additional fees for optional meal plan, bed linen rental service and utility fees.
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 *Students must join the National insurance.
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 as well as Rikkyo Global House (RGH). 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 are 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) does not provide a meal service.

### ➤Off-Campus Housing

Rikkyo University appointed real estate agencies will help students to find apartments. In addition, information on other private dormitories for international students is posted on the bulletin board at the International Office. Exchange students without guarantors in Japan may apply at the International Office to request that Rikkyo University acts as their institutional guarantor for housing contracts.

## 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. If your address at this time is different from what you informed us at the time of 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)	Mid-March	Early-August	Rikkyo University sends the notification by courier. If your address at this time is different from what you informed us at the time of application, you are responsible for providing the correct mailing address.
⑥ Applying for Student Visa	Mid-March	Early-August	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. 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	

# 2018年度 学 年 暦

## ACADEMIC CALENDAR 2018-2019

年 Year	月 Month	日 Date	曜日 Day	行 事 / E v e n t		
2018年	3月 March	27日	Tue.	} 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		
		4月 April	Tue.			
			11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	
			30日	Mon.	授業日 School Day	
	5月 May	2日	Wed.	授業休講日 No Class Day		
		4日	Fri.	授業日 School Day		
			5日	Sat.	創立記念日 Foundation Day 授業日 School Day	
			9日	Wed.	創立記念式(創立144周年) Foundation Anniversary Ceremony (144th Anniversary)	
			7月 July	16日	Mon.	授業日 School Day
			20日 31日	Fri. Tue.	} 春学期末試験 Spring Semester Final Exams	
	8月 August	1日	Wed.	} 夏季休業期間 Summer Vacation		
	9月 September	19日	Wed.			
		5日 19日	Wed. 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)		
	10月 October	20日	Thu.		秋学期授業開始 Start of Fall Semester Classes	
		24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	Thu.	授業休講日 No Class Day		
		8日	Mon.	授業日 School Day		
	11月 November	24日	Wed.	授業休講日(スポーツフェア) No Class Day (Sports Fair)		
1日 6日		Thu. Tue.	} 秋季臨時休業期間(学園祭) Fall Recess (School Festival)			
17日		Sat.		秋季入学試験(新座キャンパス開講、池袋キャンパス全日休講) Fall Entrance Exam (Classes held at Niiza Campus, no classes at Ikebukuro Campus)		
28日		Wed.	授業休講日 No Class Day			
12月 December		11日	Tue.	授業休講日 No Class Day		
	24日	Mon.	} 冬季休業期間 Winter Recess			
2019年	1月 January	5日		Sat.		
		19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)		
	2月 February	24日 4日	Thu. Mon.	} 秋学期末・学年末試験 Fall Semester Final Exams and Year-End Final Exams		

## ***(For reference) AY2017-2018 Japanese Language Proficiency Requirement***

The minimum required level of the Japanese language proficiency is listed below for taking regular academic courses at colleges/graduate schools as well as University-wide Liberal Arts Subjects.

(\*Note: The minimum standard listed below should be consulted when Special International Students take regular academic courses offered in college/graduate school that they are admitted.)

<p><b>University-wide Liberal Arts Subjects:</b>  <b>Comprehensive Subjects</b>  <b>Introduction to Academic Studies, Cross-disciplinary Studies</b>  <b>(Lecture courses only. Except for Cross-disciplinary Studies and Japanese studies in English.)</b></p>	<p>At least J6 level required in the Rikkyo University Japanese Placement Test or the Japanese Language Proficiency Test N1 level required and students can take courses with the permission from their academic advisor/supervising professor as well as course instructors.</p> <p>The students who are in J4-J5 levels may also be permitted to take courses with the permission from their academic advisor/supervising professor.</p>
<p><b>University-wide Liberal Arts Subjects:</b>  <b>Language Subjects</b>  <b>Language B (German, French, Spanish, Chinese, or Korean)</b></p>	<p>In principle, at least J5 level required in the Rikkyo University Japanese Placement as well as prior learning experience of the language that students wish to study. The students who are under J5 level may also be permitted to take courses if taking the language is required by their home institutions and they have the advanced level of the language</p>
<p><b>College and Graduate School of Arts</b>  <b>Graduate School of Christian Studies</b>  <b>College and Graduate School of Economics</b>  <b>College and Graduate School of Science</b>  <b>College and Graduate School of Business</b>  <b>College and Graduate School of Sociology</b>  <b>College and Graduate School of Tourism</b>  <b>College and Graduate School of Contemporary Psychology</b>  <b>College and Graduate School of Human Services</b>  <b>College and Graduate School of Law and Politics</b></p>	<p>At least J4-J5 level required in the Rikkyo University Japanese Placement Test along with the permission from academic advisor/supervising professor as well as course instructors in order to take regular academic courses in Japanese.</p> <p>(Students above J6 level are considered to meet the minimal language requirement.)</p>
<p><b>College and Graduate School of Intercultural Communication</b></p>	<p>No specific Japanese language proficiency requirement set for regular academic courses in Japanese as long as the students receive the permission from academic advisor/supervising professor as well as course instructors.</p> <p>The students must understand that they are expected to conduct their studies in Japanese, including assignments, readings and examinations.</p>
<p><b>Graduate School of Business Administration (Business Design)</b></p>	<p>At least J7 level required in the Rikkyo University Japanese Placement Test.</p> <p>The students below the above standard are not allowed to take regular academic courses in Japanese.</p>
<p><b>Graduate School of Social Design Studies</b></p>	<p>At least J6 level required in the Rikkyo University Japanese Placement Test.</p> <p>The students below the above standard are not allowed to take regular academic courses in Japanese.</p>