

Revised as of October 26, 2017

	<h1>RIKKYO UNIVERSITY</h1> <h2>立教大学</h2>	
<h3>Organization for Global Initiatives – Information Sheet</h3>		

General Information

Name of Institution	Rikkyo University (Private)
Foundation	1874 (Founded by the Missionary of American Episcopal Church)
President	Prof. YOSHIOKA, Tomoya (吉岡 知哉)
Vice-President for International Advancement/ Director, Organization for Global Initiatives	Prof. YAMAGUCHI, Kazunori (山口 和範) Department of Business, College of Business
Student Numbers (as of May 20, 2017)	
Undergraduate students	19,521 (international students: 530)
Graduate students	1,171 (international students: 331)
Total number of students	20,692 (international students: 861)
Top 5 countries and regions represented	1) China: 438 2) Korea: 203 3) USA: 28 4) France: 27 5) Taiwan: 26
Staff numbers (as of May 1, 2017)	
Teaching staff and researchers	2,362
Full-time administrative staff	295
Contacts	
Ikebukuro Campus	3-34-1 Nishi-Ikebukuro Toshima-ku, Tokyo 171-8501 JAPAN
Niiza Campus	1-2-26 Kitano, Niiza, Saitama, 352-8558 JAPAN
Website	http://www.rikkyo.ac.jp/ (English) http://english.rikkyo.ac.jp/

Contact Office and Persons:

Office	Organization for Global Initiatives - International Office (Ikebukuro campus) McKim Hall, 1 st Floor 3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo 171-8501 JAPAN
Address	(Niiza campus) Building No. 7, 2 nd Floor 1-2-26 Kitano, Niiza-shi, Saitama 352-8558 JAPAN

International Office – Contact Information	
Director	Prof. TO, Kokkei (杜 国慶) Department of Tourism, College of Tourism
Deputy Director	Prof. NITTA, Keiko (新田 啓子) Department of Letters (English and American Literature), College of Arts
Assistant to the Director	Prof. GEISSER, Thomas (トーマス・ガイサ) Department of Mathematics, College of Science
	Prof. TAJIMA, Kayo (田島 夏与) Department of Economic Policy Studies College of Economics
Manager	KOAKUTSU, Mamoru (小塚 守) koakutsu@rikkyo.ac.jp TEL +81-3-3985-2807 / FAX +81-3-3985-2826
Outbound Exchange & Study Abroad Coordinator	MIZUKAMI, Aiko (水上 愛子) MATSUKI, Atsushi (松木 敦志) E-MAIL rikkyo-outbound@rikkyo.ac.jp <i>*ISEP Coordinator (outbound)</i> TEL +81-3-3985-2673 / FAX +81-3-3985-2826
Inbound Exchange Coordinators	OTANI, Miki (大谷 美希) MORIUE, Yoshiko (森上 美子) ASO, Megumi (阿相めぐみ) <i>*ISEP Coordinator (inbound)</i> E-MAIL rikkyo-inbound@rikkyo.ac.jp TEL +81-3-3985-2208 / FAX +81-3-3985-2826
Education and Research Coordinator (Short-term study abroad programs)	KOBAYASHI, Minori (小林 美文) minorikobayashi@rikkyo.ac.jp TEL +81-3-3985-4555 / FAX +81-3-3985-2826
Contact for international partnership agreements	KANNO, Katsuyoshi (菅野 勝義) kanno.katsuyoshi@rikkyo.ac.jp Organization for Global Initiatives TEL +81-3-3985-4152 / FAX +81-3-3985-4290
Homepage	http://english.rikkyo.ac.jp/

Academic Information:

Undergraduate Colleges	<i>(Ikebukuro Campus)</i> - College of Arts - College of Business - College of Economics - College of Intercultural Communication - College of Law and Politics - College of Sciences - College of Sociology	<i>(Niiza Campus)</i> - College of Community and Human Services - College of Contemporary Psychology - College of Tourism
Graduate Schools	<i>(Ikebukuro Campus)</i> - Graduate School of Arts - Graduate School of Business - Graduate School of Business Administration (Business Design) - Graduate School of Christian Studies - Graduate School of Economics - Graduate School of	<i>(Niiza Campus)</i> - Graduate School of Community and Human Services - Graduate School of Contemporary Psychology - Graduate School of Tourism

	<p>Intercultural Communication (<i>Intercultural Communication major and Language Science major</i>)</p> <ul style="list-style-type: none"> - Graduate School of Law and Politics - Graduate School of Sciences - Graduate School of Social Design Studies - Graduate School of Sociology - Law School 	
Restricted Faculties	<p>(<i>Ikebukuro Campus</i>) Law School: Exchange students cannot be enrolled. Graduate School of Business Administration (Business Design): Interested applicants must have at least two years of professional work experience.</p>	<p>(<i>Niiza Campus</i>) None</p>
Japanese Language Courses	<p>Based on the result of a placement exam, students are placed in the appropriate level ranging from J0 (beginner) to J8 (advanced). Students must be enrolled in the level in which they are placed based on the results of the Japanese language placement test given during the orientation.</p>	
Courses offered in English	<p>While the primary language of instruction at Rikkyo University is <u>Japanese</u>, exchange students may take classes in Japanese Studies in English as well as some academic courses offered in English at the College of Business and the College of Intercultural Communication. The Graduate School of Business now offers a Master of International Business (MIB) program, which is conducted completely in English</p>	
Class Timetable	<p>Each class lasts 90 minutes and class hours are as follows. 1st period: 9:00 a.m. - 10:30 a.m. 2nd period: 10:45 a.m. - 12:15 p.m. 3rd period: 1:15 p.m. - 2:45 p.m. 4th period: 3:00 p.m. - 4:30 p.m. 5th period: 4:45 p.m. - 6:15 p.m. 6th period: 6:30 p.m. - 8:00 p.m. 7th period: 8:15 p.m. - 9:45 p.m.</p>	
Academic Calendar (2017/18)	<p>Suggested arrival time: (Spring) March 26 - 27; (Fall) September 2-4 Orientation: (Spring) March 28 - April 10; (Fall) September 7 - 19 Class Begin: (Spring) April 11; (Fall) September 20 Class End: (Spring) July 19; (Fall) January 23 Final Exam: (Spring) July 20-31; (Fall) January 24 - February 3</p>	
Transcripts	<p>Transcripts are sent to home universities in the following manner: If students need to obtain transcript copies for themselves, they must request them in advance at the Academic Affairs Office before they depart from Japan. <u>Please note that requests to expedite the issuance of transcripts will not be considered unless we have a specific agreement with our partner institutions.</u> For exchange students who complete their studies in Fall semester (January): Transcripts are sent to home universities in <u>early April</u>.</p>	

	For exchange students who complete their studies in Spring semester (July): Transcripts are sent to home universities in <u>early September</u> .
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Application

Required level of Language Proficiency/Language Requirements	In order to take regular academic courses offered in Japanese, it is recommended that the students pass J6 level or above in the Japanese placement exam, which students need to take after their arrival at Rikkyo. If students wish to take part in the Japanese language courses of J1 level or higher, they are expected to have mastered <i>hiragana</i> and <i>katakana</i> prior to their arrival at Rikkyo.	
Application procedures	<ol style="list-style-type: none"> 1. Students must submit the application to their home institution to participate in the exchange program. 2. Upon receiving the recommendation from the home university, the students can submit the application to Rikkyo University. 3. Rikkyo University reviews the applications and allocates the students to appropriate colleges/graduate schools. After the students' admission is confirmed, Certificates of Eligibility are issued and mailed to partner institutions. 	
Required documents for application/Application Materials	<ol style="list-style-type: none"> 1. Exchange Student Application Form 2. Certificate of Finance, attached with original bank statement 3. Scholarship Application Forms (RUI and JASSO), if applicable 4. Certificate of Health completed by physician 5. Letter of Recommendation issued by a faculty member 6. Rikkyo University International Dormitory (RUID) Application Form 7. Original Academic Transcript issued by home university 8. Two face photographs 	
Application Deadline	Fall 2018: March 31, 2018	Spring 2019: November 15, 2018

Accommodation

Rikkyo University International Dormitory (RUID), International Residence (RIR), and Global House.	Rikkyo University currently operates four international dormitories : two RUID Asakadai and RUID Shiki (Saitama), Rikkyo Global House in Shiki (Saitama), and Rikkyo International Residence (RIR) in Shiinamachi (Tokyo). All the rooms are for single use and they are conveniently located within an easy commuting distance.	
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Visa *For more information regarding the new visa requirement, please refer to the link below:
http://www.immi-moj.go.jp/newimmiact_1/en/index.html

Student (<i>Ryugaku</i>) Visa	Incoming students receive a Certificate of Eligibility after their admittance to Rikkyo and must apply for a student visa at the nearby Japanese Embassy / Consulate. Those who have Japanese citizenship (including dual citizenship) do not need to apply for a student visa.	
Resident Card	Newly arrived international students will be issued a "Resident Card" upon their arrival and must report their residential address in Japan to a nearby city/ward office.	
Part-Time Job Permission	International Students may apply for part-time work permission (<i>Shikakugai Katsudo Kyoka</i> , 資格外活動許可) at the time of their arrival in Japan.	

RUI Scholarship (Dorm Fee Waiver)

Rikkyo University International Exchange Scholarship (RUI, dorm fee waiver)	Rikkyo University offers the RUI Scholarship to selected incoming exchange candidates in the form of a <u>dorm fee waiver</u> (no direct deposit of funds). <u>Recipients are required to reside in one of the Rikkyo's</u>	
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	<u>international dormitories.</u>
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Medical insurance

National Health Insurance Plan (required)	Rikkyo University mandates all the Special International Students (including exchange students) to join the Japanese National Health Insurance regardless of the length of their stay at Rikkyo. The students need to complete the application for the insurance at a nearby city/ward office after their arrival in Japan. The National Plan covers approximately 70% of total medical costs incurred. Students need to pay the monthly premium (the amount of fees differs depending on each city/ward).
Rikkyo University Student Mutual-Aid Health Care Union (optional)	The Student Health Insurance Plan covers approximately 30% of total medical costs incurred if the monthly medical cost exceeds 2,500 yen. Combined with the National Plan, the Student Plan offers supplemental coverage in order to reduce the financial burden on students in case of illness or injury. <u>Please keep in mind that the Student Plan does not extend coverage to dental care.</u> While it is no longer mandated for all incoming exchange students, we strongly recommend students join the plan if they plan to study for two semesters or longer.

Estimated Budget/Expenses/Living Cost (one academic year, 11 months)

Tuition	Waived (Note: Students may have to bear tuition costs in the case that the home university sends more students than the agreed number of exchange slots to Rikkyo, depending on the exchange balance.)
Dorm fee	590,700 yen for 11 months
Health Insurance	National Plan: 1,100 – 3,000 yen per month (depending on city/ward) Rikkyo Student Health Insurance (optional): 3,500 yen per year
Estimated living costs	Roughly 120,000 yen per month (1,320,000 yen for 11 months)

Top Global University Project and “Rikkyo Global 24”

Rikkyo University was selected by the Ministry of Education, Culture, Sports, Science, and Technology (MEXT) for the "Top Global University Project (Global Traction Type)." The Project intends to enhance the international compatibility and competitiveness of higher education in Japan by supporting universities to execute decisive reforms and thorough internationalization. For further details on Rikkyo University's strategic plans for globalization, "Rikkyo Global 24," please refer to the link below:

<http://english.rikkyo.ac.jp/global24/>

ISEP Membership

As of July 2017, Rikkyo University is an international partner of the International Student Exchange Program (ISEP) and opens itself to new opportunities for collaboration with other member institutions through the ISEP-Exchange Program (including International-to-International exchange).

List of Partner Institutions (as of October 26, 2017)

Area	Country/ Region	Universities
Asia & Oceania	Australia	Australian National University
		La Trobe University
		Murdoch University
		University of New South Wales
		University of South Australia
	China	Beijin Foreign Studies University
		East China Normal University
		Jilin University
		Nanjing University
		Nankai University
		Renmin University of China
		Shanxi University
		Xiamen University
	China (Hong Kong)	Chinese University of Hong Kong
		Lingnan University (GLAP)
	Indonesia	Padjadjaran University
	Korea	Ewha Womans University
		Korea University
		Sogang University
		Sungkonghoe University
	Yonsei University	
	Nepal	Tribhuvan University
	New Zealand	Victoria University of Wellington
Philippines	Ateneo de Manila University	
	Trinity University of Asia	
Singapore	Faculty of Arts and Social Sciences, National University of Singapore	
	Nanyang Technological University	
Taiwan, R.O.C.	Fu Jen Catholic University	
	National Chengchi University	
	St. John's University	
Thailand	Chulalongkorn University	
Vietnam	RMIT Vietnam	
Europe	Belgium	KU Leuven
	Finland	University of Turku
	France	INALCO
		Université Jean Moulin-Lyon III
		Université Paris Diderot – Paris 7
	Université Paris-Ést Marne-la-Vallée	
	Germany	Humboldt University of Berlin
		University of Bonn
		University of Marburg
		University of Tübingen
	University of Wuppertal	
	Ireland	Faculty of Humanities and Social Sciences, Dublin City University
	Italy	John Cabot University (GLAP)
The Netherlands	Leiden University	
	Leiden University College the Hague (GLAP)	
Radboud University		

Europe		School of History, Culture and Communication, Erasmus University of Rotterdam
		ZUYD University of Applied Sciences
	Norway	Volda University College (GLAP)
	Poland	University of Warsaw
	Spain	University of Alicante
		University of Leon
		University of Salamanca
		University of Seville
	Switzerland	FHS St. Gallen, University of Applied Science
	Turkey	Sabancı University
	United Kingdom	Aberystwyth University
		University of Chichester
		University of Essex
University of Lincoln		
University of Sheffield		
North & South America	Canada	Douglas College
		St. Mary's University
		St. Thomas University (GLAP)
		Faculty of Arts and Science, University of Toronto
		Université du Québec à Montreal
		Université de Sherbrooke
		University of the Fraser Valley
	United States	Arkansas State University
		Augustana College (GLAP)
		Beloit College
		Cornell University
		Jacksonville University (GLAP)
		Kent State University
		Linfield College (GLAP)
		Louisiana State University
		Mercy College
		Millikin University (GLAP)
		Montana State University
		Moravian College (GLAP)
		Northeastern Illinois University
		Rider University (GLAP)
		St. Cloud State University
		State University of New York, Geneseo (GLAP)
		Stockton University
		Texas State University, San Marcos
		Trinity College (GLAP)
		University of Central Oklahoma
		University of Chicago
		University of New Mexico
		University of Oregon
		University of the South (GLAP)
		University of Toledo
		University of Vermont (GLAP)
University of Virginia		
University of Washington		
University of West Alabama		
University of West Florida		

		Western Michigan University
		Wittenberg University (GLAP)
		Virginia Wesleyan University (GLAP)
	Mexico	Tecnologico de Monterrey
	Brazil	University of Saõ Paulo