

Rikkyo University Application Guidelines for Special International Students [Inter-university Agreements] (AY 2021-2022)

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	October 31 of previous year	March 15
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 the online application system.

*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 (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) * Even if the bank account is in your name, if the saving deposits originally come from a third party, that third party has to be named as your sponsor (i.e, in case the money comes from your parents or a relative⇒ the sponsor should be your parent or relative) * If you are self-sponsored (supported), please indicate your employer's information. * If you have saved the money by working several part-time jobs in the past, indicate one of your employer's information.
6	Original bank statement (under the name of the financial sponsor, in English/ issued by a bank within 2 months before the application date) ※The Certificate of Finance is one of the most important documents in the application process for Certificate of Eligibility (COE). Incomplete forms may result in delay in the issuance of your COE. * You must submit an original bank statement, and/or a certificate for scholarship/financial aid. * Evidence of cash deposit (credit limit not acceptable) of more than ¥ 600,000 for Spring semester only, ¥ 840,000 for Fall semester only, ¥ 1,320,000 for a full year is required * The bank statement must contain 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.

	<p>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. In that case, though, bank account statement in your name is acceptable.</p> <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 indicate only one of them.</p> <p>Ex3) Receiving scholarship/grant/financial aid Fill out the information of the funding institution - government, private educational fund organization, etc. - on the Certificate of Finance. Also, send us a sealed and signed letter/certificate, issued in the name of the student, with the amount of the funds the student will receive, and the period for which the stipend/aid will be paid.</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 holders must submit a copy of their Japanese passport.</p>
10	<p>Two recent professional passport photographs (4 × 3 cm) <Mail> *Must be of passport-quality, professional, without background, facing front, no hat, etc. *Since they will be used for the COE application the size must be exactly 4x3cm and not bigger.</p>

Notes on Application

1. Application documents are to be checked by the candidate's home university or the funding institution and submitted to the International Office of Rikkyo University through our online application system directly by the candidate.
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.

Notes on Courses and Registration

1. Course types and language of study

Rikkyo University offers university-wide regular academic courses (Language Programs (excluding Japanese) and Liberal Arts Programs), as well as specialized courses for each college/graduate school and Japanese Language Program for international students. Most of the courses are offered in Japanese but there are some conducted in English as well. Check below for further details about the language of study and registration requirements.

- Students who wish to take regular academic courses conducted in Japanese must have the minimum required level of Japanese proficiency (normally, J6 level of the Rikkyo Japanese Placement Test or N1 Level of the Japanese Language Proficiency Test). Therefore, the Rikkyo University Japanese Placement Test is obligatory in order to take courses in Japanese. Be careful to choose courses that match your Japanese language level. If you take courses higher than your Japanese level, there will not be any special treatment. Please understand that course registration must be done on your responsibility. Some courses have different required minimum level of Japanese language proficiency.
- Some of the courses conducted in English require a certain level of English proficiency.
- Students who wish to take Language Courses (German, French, Spanish, Chinese or Korean) must have prior learning experience (one year or more) in the language which they want to study at an educational institution, and must have a required minimum level at the Japanese Proficiency Test of Rikkyo University. Furthermore, language courses in the student's mother tongue cannot be taken.
- The Japanese Language Placement Test is obligatory if you wish to take Japanese language courses for international students.

2. Class Contents

- Some of the university-wide regular academic courses offered in English provide the international students with the opportunity to learn together with their Japanese peers about the history, politics, economy, arts and culture of Japan. Depending on participants' English proficiency, classes are divided into advanced and intermediate.
- Japanese Language Program for International Students is divided in 9 levels – from J0 to J8 and consists of courses - from the range of beginners to advanced - where students can learn not only the language but also about the Japanese culture, society, etc.
- Supervising professors will give individual instruction and advice to special international students at graduate level. They may also provide them with supplemental tutorial sessions, if deemed necessary.

3. Others

- Keep in mind that at Rikkyo there are full-year courses, one-semester courses as well as quarter courses. Registration and credits for the full-year courses might vary depending on

the college or graduate school and students who start their studies in September or complete their exchange program in August have to be careful in case they register for full-year courses.

- Please note that registration to some courses may not be possible as they are available only to students from a certain academic year or have limited number of participants.
- You can also check the course list, syllabus and registration notes on the Rikkyo University website.

URL : <https://english.rikkyo.ac.jp/exchange/index.html>

▶ 3. Academic Program

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

Visa

Rikkyo University submits an application for Certificate of Eligibility on behalf of the incoming exchange students. After the Japanese Immigration Bureau issues the Certificates, Rikkyo mails them directly to partner institutions. Upon receipt of this certificate all incoming exchange students must obtain a College Student Visa at the nearest Japanese embassy/consulate prior to their departure to Japan. Contact the nearest Japanese embassy/consulate for more information regarding visa application procedure. **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 165,000 - 420,000 yen Fall (September-February): about 205,000 - 570,000 yen *Additional fees for optional meal plan, bed linen rental service and utility fees may apply. Please refer to "Dormitory Information For Special International Students" for details.
Student Commuter Pass	3 months: about 12,000 yen 6 months: about 23,000 yen
Student Insurance	National Health Insurance: about 1,000 yen per month (with reduction procedures completed) * <i>National Health Insurance is mandatory.</i> Rikkyo student insurance (optional): 3,500 yen per year, 1,750 yen per semester

Living expenses	About 120,000 yen per month (Spring semester only: 600,000 yen, Fall semester only: 840,000 yen, full academic year:1,320,000 yen)
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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. A meal plan and bed linen rental service are available with additional fees*. There are permanently stationed dormitory managers who assist students, take care for the common facilities and ensure pleasant and comfortable stay.

* RIR Shiinamachi residents are required to subscribe to the meal plan. Note that meals are not provided at Rikkyo Global House (RGH) and Comfort Ikebukuro.

➤Off-Campus Housing

If you would like to live outside the dormitories, you will need to find your accommodation by yourself. The international office will offer you the list of housing management companies according to your request.

Personal Information

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

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