

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

## *Eligibility*

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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-college exchange agreement with the College of Intercultural Communication, 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	Early September

**\*Note that applications must be submitted to the College of Intercultural Communication, 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.

College of Intercultural Communication, 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 their 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) * <b>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.</b> (ie; money from your parent or relative⇒sponsor should be your parent or relative) * <b>If you are self-sponsored (supported), please indicate your employer's information.</b> * <b>If you saved the money by working several part-time jobs in the past, indicate any one of your employer's information.</b>
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*

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1. Application documents are to be submitted to the Office of Study Abroad Programs in the College of Intercultural Communication, 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. Partner institutions of the College of Intercultural Communication (CIC) 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 CIC, 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 9.
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 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/](http://english.rikkyo.ac.jp/student_life/international_exchange/foreigner/special/program/)

➤ CIC Courses conducted in English is only available for CIC students: those course list will be provided through your home institution later.

➤ 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*

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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 163,000 - 410,000 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 “Rikkyo University Accommodation Service” for details.
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, 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.

## Admission Schedule

	Spring (April) admission	Fall (September) admission	Notes
①-1 Exchange application deadline	November 15 of the previous year	March 31	The applications must be submitted through partner universities/institutions.
①-2 JASSO application deadline (optional)	Early January	Early May	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	The College of Intercultural Communication, 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)	Mid-March	Mid-July	The College of Intercultural Communication, 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	Mid-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	

# 2018年度 学 年 曆

## 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.		
			10日	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	Fri.	} 春学期末試験 Spring Semester Final Exams	
		31日	Tue.		
	8月 August	1日	Wed.	} 夏季休業期間 Summer Vacation	
		9月 September	19日		Wed.
			5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	Wed.	
			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
	10月 October	4日	Thu.		授業休講日 No Class Day
		8日	Mon.		授業日 School Day
		24日	Wed.		授業休講日(スポーツフェア) No Class Day (Sports Fair)
		11月 November	1日	Thu.	} 秋季臨時休業期間(学園祭) Fall Recess (School Festival)
	6日		Tue.		
	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) AY2018-2019 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 Courses:</b>  <b>Comprehensive Courses</b>  <b>Cross-disciplinary Studies</b>  <b>(Lecture courses only. Except for Cross-disciplinary Studies and Japanese studies in English. Please refer to P.46 for General Sports Studies. )</b></p>	<p>At least J6 level required in the Rikkyo University Japanese Placement Test or the Japanese Language Proficiency Test N1 level required.</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 Courses:</b>  <b>Language Courses</b>  <b>Language Education Subjects 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></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>Graduate School of Christian Studies</b></p>	
<p><b>College and Graduate School of Economics</b></p>	
<p><b>College and Graduate School of Science</b></p>	
<p><b>College and Graduate School of Business</b></p>	
<p><b>College and Graduate School of Sociology</b></p>	
<p><b>College and Graduate School of Tourism</b></p>	
<p><b>College and Graduate School of Contemporary Psychology</b></p>	
<p><b>College and Graduate School of Human Services</b></p>	
<p><b>College and Graduate School of Law and Politics</b></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 Business 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>

\* Global Liberal Arts Program: All courses are offered in English