

Rikkyo University Application Guidelines for Special International Students (AY 2017-2018)

Eligibility

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

Application Procedure

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

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

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

*URL of online application will be provided by your home university.

Rikkyo University reviews the applications and allocates the students to appropriate colleges/graduate schools. After the students' admission is confirmed, Certificate of Eligibility is issued and mailed to home universities.

Required Documents

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

Every document 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 the application unless all the documents are properly completed.

1	Application Form
2	Letter of recommendation written by academic advisor / supervising professor at home university
3	Official academic transcript including the grades of past 2 years from home university (Original / in English)
4	Certificate of Health (prescribed form)
5	<p>Certificate of Finance (prescribed form)</p> <p>* 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. (ie; your parent or relative)</p> <p>* If you are self sponsored (supported), please indicate your employer.</p>
6	<p>Original bank statement of your financial sponsors (in English / Issued by a bank within 2 months before application)</p> <p>* You must submit evidence of financial resources for living expenses, round-trip airfare and tuition fees (in case you apply 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 fee (if needed), living expenses, airfare (round-trip). You must submit the 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

1. Application documents are to be submitted to the International Office, Rikkyo University by your home university or institution.
2. Applications should be completed in either Japanese or English by the applicant. **The application completed by any third party cannot be accepted and may lead to the 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 can be available in Rikkyo University's graduate or undergraduate programs. Those who apply for the admission at the Graduate School of Business Administration need to have at least 2 years of working experience (working experience of being engaged in an organization including privately owned company) prior to their enrollment to Rikkyo University.
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 Colleges. Those who wish to take regular academic courses conducted in Japanese must have the minimum required level of Japanese 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) in the language which they want to study at an education institution, and must have the minimum required level of Japanese proficiency.**
8. Supervising professors will give individual instruction and advice to special international students in 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 offer a wide variety of classes related to Japan and other Asian countries alongside with 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 colleges and graduate schools, 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 2016-2017):

<http://english.rikkyo.ac.jp/support/international/foreigner/special/program/>

➤ Course catalogs and syllabuses for regular academic courses (AY2016-2017):

http://www.rikkyo.ac.jp/support/academic_affairs/lecture/ (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 case that home university sends more students than agreed number of exchange slots to Rikkyo, depending on the exchange balance.)
Housing (International Dormitory)	Spring (April-July): about 220,000 yen Fall (September-February): about 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 3,000 yen per month 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 (840,000yen for 1semester / 1,320,000 yen for 2semesters)

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 DK HOUSE Shiki*. All the rooms are single and furnished so that you can start your life in Japan smoothly. Meal plan and bed linens rental service can be available with additional fees**. The dormitory managers are able to assist you to assure your pleasant and comfortable stay.

*The name of 'DK HOUSE Shiki' is a tentative name. It will be changed from April 2017.

** RIR Shiinamachi residents are required to subscribe meal plan .DK HOUSE Shiki does not provide 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	Early 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 or after September 1.</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	Mid to Late March	Late August to Early September	<u>Please arrive in Japan in Late March or after September 1. 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	

2016年度 学年暦(参考)

RIKKYO UNIVERSITY ACADEMIC CALENDAR 2016-2017 (For reference)

※2017年度学年暦は2016年11月に決定します。Academic calendar 2017-2018 will be determined around November 2016.

年 Year	月 Month	日 Date	曜日 Day	行事 / Event
2016年	3月	28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	4月 9日	Sat.	
	April	2日	Sat.	} 入学式 } Entrance Ceremony
		4日	Mon.	
		5日	Tue.	
		11日	Mon.	春学期授業開始 Start of Spring Semester Classes
		15日	Fri.	特別外国人学生 履修登録締切日 Due date of course registration for Special International Students
		29日	Fri.	授業日 School Day
	5月	2日	Mon.	授業休講日 No Class Day
	May	4日	Wed.	授業日 School Day
		5日	Thu.	創立記念日 Foundation Day 授業日 School Day
		9日	Mon.	創立記念式(創立142周年) Foundation Anniversary Ceremony (142nd Anniversary)
	7月	18日	Mon.	授業日 School Day
	July	20日	Wed.	} 春学期末試験 } Spring Semester Final Exams
		30日	Sat.	
	8月	1日	Mon.	} 夏季休業期間 Summer Vacation
	August	9月 19日	Mon.	
	September	16日	Fri.	入学式(秋季) Entrance Ceremony (Fall)
		6日	Tue.	} 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)
		17日	Sat.	
		20日	Tue.	秋学期授業開始 Start of Fall Semester Classes
		22日	Thu.	授業日 School Day
		26日	Mon.	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	10日	Mon.	授業日 School Day
	October	11日	Tue.	授業休講日 No Class Day
		26日	Wed.	授業休講日(スポーツフェア) No Class Day (Sports Fair)
		27日	Thu.	} 秋季臨時休業期間(学園祭) } Fall Recess (School Festival)
	11月	1日	Tue.	
	November	3日	Thu.	授業日 School Day
		19日	Sat.	新座キャンパス開講、池袋キャンパス全日休講(秋季入学試験) Classes held at Niiza Campus, no classes at Ikebukuro Campus (Fall Entrance Exam)
	12月	22日	Thu.	授業休講日 No Class Day
	December	24日	Sat.	} 冬季休業期間 Winter Recess
		1月 5日	Thu.	
2017年	January	6日	Fri.	授業休講日 No Class Day
		14日	Sat.	池袋キャンパス開講、新座キャンパス全日休講(大学入試センター試験) Classes held at Ikebukuro Campus, no classes at Niiza Campus (National Center Test for University Admissions)
		24日	Tue.	} 秋学期末・学年末試験 Fall Semester Final Exams and Year-End Final Exams
	2月	3日	Fri.	
	February	3月 24日	Fri.	卒業礼拝 Graduation Service
	March	24日	Fri.	卒業式(学部)
		25日	Sat.	} 大学院学位授与式 } Degree Conferral Ceremony for Graduate Schools
		25日	Sat.	

(For reference) AY2016-2017 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>University-wide Liberal Arts Subjects: Comprehensive Subjects Introduction to Academic Studies, Cross-disciplinary Studies (Lecture courses only. Except for Cross-disciplinary Studies and Japanese studies in English.)</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>University-wide Liberal Arts Subjects: Language Subjects Language B (German, French, Spanish, Chinese, or Korean)</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>College and Graduate School of Arts</p> <hr/> <p>Graduate School of Christian Studies</p> <hr/> <p>College and Graduate School of Economics</p> <hr/> <p>College and Graduate School of Science</p> <hr/> <p>College and Graduate School of Business</p> <hr/> <p>College and Graduate School of Sociology</p> <hr/> <p>College and Graduate School of Tourism</p> <hr/> <p>College and Graduate School of Contemporary Psychology</p> <hr/> <p>College and Graduate School of Human Services</p> <hr/> <p>College and Graduate School of Law and Politics</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>College and Graduate School of Intercultural Communication</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>Graduate School of Business Administration (Business Design)</p>	<p>At least J7 level required in the Rikkyo University Japanese Placement Test. The students below the above standard are not allowed to take regular academic courses in Japanese.</p>
<p>Graduate School of Social Design Studies</p>	<p>At least J6 level required in the Rikkyo University Japanese Placement Test. The students below the above standard are not allowed to take regular academic courses in Japanese.</p>