

Rikkyo University, College of Arts Application Guidelines for Special International Students [Inter-college Agreements] (Spring 2024)

Eligibility

The applicants must be full-time students enrolled at overseas partner institutions with inter-college exchange agreement with Rikkyo who meet the eligibility requirements stated in the agreement. 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.

For overseas partner institutions with exchange agreement with Rikkyo, please refer to the following website:
<http://www.rikkyo.ac.jp/campuslife/support/international/partners.html>

Enrollment Status at Rikkyo University

- ※ Exchange students from overseas partner institutions with inter-college exchange agreement to Rikkyo University will be accepted as "Special International Students."
- ※ The period of enrollment at Rikkyo University is April 1 to August 31 for the Spring semester and September 1 to March 31 for the Fall semester.
- ※ "Special International Students" cannot be enrolled in a degree program.

Application Procedure

	Spring (April) admission	Fall (September) admission
Application deadline	November 10 of previous year	March 25
Admission notice	Late December	Late May
Students' arrival	Late March	Early September

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.

College of Arts will review the applications and allocate the students to appropriate departments/graduate schools. After the students' admission is confirmed, a certificate of eligibility will be issued and mailed to their home institutions.

Required Documents

Applicants must submit the following documents.

All documents must be in either Japanese or English. If written in other languages, official Japanese or English translation must be attached. We **do not** accept applications unless all the documents are properly completed.

1	Application form (to be completed and submitted online)
2	Letter of recommendation by academic advisor / supervising professor at the home institution *Only recommendations by faculty members are acceptable. *Signed and on a paper with student's home university's letterhead.
3	Official academic transcript including past 2 years' grades from the home institution (in English)
4	Certificate of Health (prescribed form) *Chest X-ray is mandatory *Download the prescribed form from the application portal (Forms download/upload page). *Submit the filled out and signed by a physician form (X-ray test results and doctor's opinion included) together with the other application documents by the deadline. In case your health condition is considered unsuitable for a study abroad in Japan, you may not be granted admission or your admission might be revoked. * Privacy policy: In principle, the information from this certificate is for the single use of the International Office, the Health Center and the other exchange program related university departments. It will not be shared with anybody beyond them. The information can be disclosed exceptionally to a third party only if required by law or when it is difficult to obtain the consent of the individual and the disclosure is essential for protecting their life, body or property.
5	Certificate of Finance (prescribed form) *Refer for details to "Funding information & how to fill out the Certificate of Finance"
6	Original bank balance certificate (under the name of the sponsor, in English/ issued by a bank within 2 months before the application date) *Refer for details to "Funding information & how to fill out the Certificate of Finance"
7	Certificate of Japanese language proficiency (if applicable)
8	Certificate of English language proficiency (if applicable)
9	Copy of the page of a valid passport certifying your name, nationality, date of birth and photo. *Japanese nationality holders must submit a copy of their Japanese passport. During their enrollment at Rikkyo all the relevant documents will be issued under the name according to their Japanese passport.

10	<p>Two recent professional passport photographs (4 × 3 cm) <Posted to our office address></p> <p>*The photos are for the COE application and must be of passport-quality, professional, without background, facing front, no hat, etc. https://www.isa.go.jp/en/applications/guide/photo_info.html</p> <p>*The photos must be taken within 2 weeks before submission. <u>Note that photos from previous applications cannot be used.</u></p> <p>*Make sure to write your name and home university on the back of the photos.</p> <p>*Photos not matching the requirements of the Immigration Bureau, can cause delay in the issuance of your COE.</p>
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Notes on Application

1. Application documents are to be checked by the candidate's home university or the funding institution and submitted to the College of Arts 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. 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, Lv.6 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, Korean, Russian or Portuguese) 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.

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 each academic year.

Visa

Rikkyo University will apply for Certificate of Eligibility on behalf of the incoming exchange students. After the Japanese Immigration Bureau has issued the Certificates, Rikkyo will mail them directly to its 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)	You can check the dormitory fees on the website listed in the “Housing/ International Dormitories” section below.
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)

Housing

➤International Dormitories

Rikkyo University operates five international dormitories, Rikkyo University International Dormitory (RUID) Asakadai and Shiki, Rikkyo International Residence (RIR) Shiinamachi, Rikkyo Global House (RGH), DK Nerima 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.

Make sure to check carefully the site below before applying for a dormitory.

Dormitory Information for Special International Students

<https://sites.google.com/rikkyo.ac.jp/rikkyodorm/>

➤Off-Campus Housing

If you would like to live outside the dormitories, you will have to arrange accommodation by yourself. The International Office will offer you the list of housing management companies upon request.

Personal Information

Your personal information will be used for support of the academic and student life at Rikkyo before and after your enrollment as well as for the relevant screening and enrollment procedures.

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