

College of Arts, Rikkyo University Fall 2025

Application Guidelines for Inter-College Exchange Students

1. Eligibility

- The applicants must be full-time students enrolled at overseas partner institutions with an inter-college exchange agreement with the College of Arts, Rikkyo University at the application and while studying at Rikkyo.
- The applicants must meet the eligibility requirements stated in the inter-college agreement between their home university and the College of Arts, Rikkyo University and be nominated by the home university.

2. Application & Admission Schedule

Nomination	January 7 to February 15, 2025	
Application	February 1 to March 20, 2025	
Submission of a Certificate of Health	February 1 to April 10, 2025	
Submission of a Certificate of Eligibility (COE) Application Information	Mid-March to April 10, 2025	After your application is confirmed, a URL for COE application will be sent to the applicants by email. Please complete the registration within two weeks of receiving a URL (by April 10 at the latest).
Admission Notice	Late May, 2025	
Housing Result Notice	Mid-June, 2025	*Only for students who wish to live in a dormitory
Sending a COE and a Letter of Admission	Late July, 2025	
Applying for a Student Visa	Early August, 2025	*Upon receipt of a COE, students should apply for a student visa at the Japanese Embassy in their home country.
Arriving in Japan	Late August, 2025 *Dorm move-in dates (tentative): August 25 and 26 (9:00am to 5:00pm)	*Students must enter Japan by the orientation start date.
Orientation	September 1 to 19, 2025	*The orientation schedule will be announced after July 2025.
Classes Begin (2025 Fall)	September 20, 2025	

3. How to apply

3-1. Important Notes

- Application documents are to be checked by the applicant's home university and submitted to Rikkyo directly by the applicant through the application system (IRIS).
- Applications should be completed in either Japanese or English by the applicant. Application completed by a third party cannot be accepted and may lead to disqualification from the program.
- Rikkyo doesn't accept applications unless all application procedures are appropriately completed and documents are properly submitted by the deadline.

3-2. Application Procedure

STEP 1 | Log in to the application system and set a password

- The URL of the online application (IRIS) will be sent to the applicant's registered e-mail address from Rikkyo University (noreply@iris.rikkyo.ac.jp). The program coordinators at the applicant's home universities will also receive it.

Message tile: [【Rikkyo】 Exchange Application for 2025 Fall Admissions / 【立教大学】 2025 年度秋学期交換留学プログラム出願案内](#)

- Log in to the IRIS and set a password.

ID: Applicant's email address (registered at the time of nomination)

PW: Please set your password at first as follows;

STEP 2 | Application **Deadline: March 20, 2025**

- Select the program to which you are nominated from the IRIS. Check the Application Guidelines (this documents) and start an application.

- Enter all the required information and upload the following documents specified in the "3-3 Required Documents" section in the guideline: ① through ④.(⑤ and ⑥ are optional). They can be temporarily saved.
- Confirm the entered information and click "Apply." When the application is submitted successfully, applicants will receive the message.

Message title: [【Rikkyo Exchange】 Your application has been submitted/ 出願を受け付けました。](#)

- Download the "**Certificate of Health (prescribed form)**" from the IRIS just after submission. The applicants must undergo a medical checkup (including an chest X-ray) at a medical institution and have the form filled out and signed by a physician to submit to us.
- Upon completing the application procedures, the applicants will receive a "Confirmation message" from Rikkyo.

Message title: [【Rikkyo Exchange】 Your application has been confirmed/出願内容確認済のお知らせ。](#)

▶ Please refer to [the “System Operation Manual”](#) for the details.

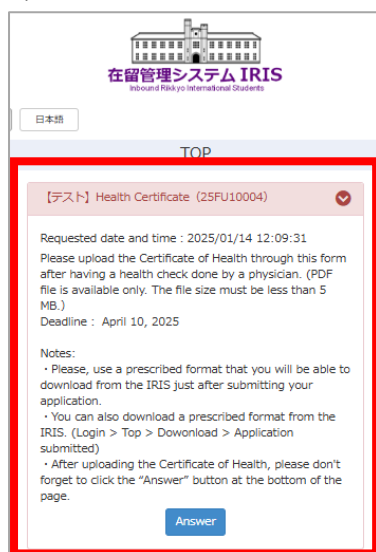
If the application is incomplete...

- Rikkyo will contact the applicant by email through the IRIS.
- The applicant should modify the application to resolve deficiencies and click on "submit" promptly.
- Once the application is complete, the applicant will receive a "Confirmation message" from Rikkyo.

STEP 3| Submission of a Certificate of Health

Deadline: April 10, 2025

- 1) **Upload the Certificate of Health through the submission form at the IRIS top page.** Use the prescribed form downloaded in STEP 2, and the medical examination results (including a chest-Xray test result) at a clinic should be included. Please refer to ⑧ in the “**3-3. Required Documents**” for the details.
- 2) Check the information entered and click the "Answer".



The screenshot shows the IRIS system interface. At the top, there is a logo for '在留管理システム IRIS' (Inbound Rikkyo International Students) and a '日本語' button. Below that is a 'TOP' button. The main content area is titled '【テスト】 Health Certificate (25FU10004)' and contains the following text: 'Requested date and time : 2025/01/14 12:09:31', 'Please upload the Certificate of Health through this form after having a health check done by a physician. (PDF file is available only. The file size must be less than 5 MB.)', and 'Deadline : April 10, 2025'. There are also 'Notes' regarding the prescribed format and the 'Answer' button at the bottom.

STEP 4| Submission of information required for a COE application

Deadline: April 10, 2025

- 1) For those who have completed STEP 2, a designated URL will be sent to the applicant's registered e-mail address through the IRIS on and after March 15.

Message title: [【Rikkyo Exchange】Registration of COE application information /COE 情報登録依頼](#)

Enter the required information and upload the documents required for a Certificate of Eligibility (COE) application through the URL. For details, please refer to ⑦ in the following “3-3. Required Documents.” Please complete your registration within two weeks of receiving a designated URL above (by April 10 at the latest).

- 2) Check the information entered and click the "Register".

If the application is incomplete...

- Rikkyo will contact the applicant by email through the IRIS.
- The applicant should modify the application to promptly resolve any deficiencies and click the "Register".

For Japanese nationality holders...

- Japanese nationality holders do not need to apply for a COE. However, they are required to follow the above procedure to prove the existence of sufficient financial resources to cover the costs of their stay.

STEP 5| Admission Notice (Late May, 2025)

- The applicant will receive the admission notice from Rikkyo through the IRIS.

Message title: [【Rikkyo Exchange】Admission Notice/入学許可通知](#)

3-3. Required Documents

- Applicants must submit the following documents.
- All documents must be written in either Japanese or English. An official Japanese or English translation must be attached if written in other languages.

<p>① Copy of Valid Passport</p> <ul style="list-style-type: none"> • The page certifying the applicant's name, nationality, date of birth, and photo. • Japanese nationality holders must submit a copy of their Japanese passport. All the relevant documents will be issued under the name according to their Japanese passport. 	<p>Submission Deadline: March 15, 2025</p>
<p>② Official Academic Transcript of Record Issued by the Home University</p> <ul style="list-style-type: none"> • It should include the past two year's grades from the home institutions in English. • Graduate students are required to submit an official transcript from the undergraduate program as well. 	
<p>③ Letter of Recommendation by Academic Advisor/ Supervising Professor at the Home Institutions</p> <ul style="list-style-type: none"> • Only recommendations <u>by the faculty members or official academic advisors at the applicant's home university</u> are acceptable. • It should include the applicant's recommendation for participation in the exchange program at Rikkyo University, based on the applicant's academic performance, attitude toward learning, and commitment to other activities. • Signed and on a paper with the applicant's home university's letterhead. • The issue date must be January 2025 or later. 	
<p>④ ID photo data</p> <ul style="list-style-type: none"> • The photo is for a COE application and Rikkyo's student ID card. It must meet the requirements set by the immigration bureau. <ul style="list-style-type: none"> ➢ A photograph of the applicant only ➢ Hatless and facing forward ➢ No background (including shadows) ➢ aspect ratio 4:3 <p>https://www.moj.go.jp/isa/applications/status/photo_info_00002.html</p> • It must be taken within <u>two months</u> before submission. 	
<p>⑤ Certificate of Japanese Language Proficiency 【optional】</p> <ul style="list-style-type: none"> • A Japanese language certificate can be uploaded as proof of the applicant's knowledge of the language only if you have one. 	
<p>⑥ Certificate of English Language Proficiency 【optional】</p> <ul style="list-style-type: none"> • An English language certificate can be uploaded as proof of the applicant's knowledge of the language only if you have one. 	

⑦ Official Bank Balance Certificate

In this term, the "sponsor" means the primary provider of financial resources during the applicant's stay in Japan. Depending on the sponsor, applicants need to submit the following documents.

【In case the applicant is self-sponsored】

Ex.) The applicant has been saving up money from the current/past part-time job

● **Original bank balance certificate for the applicant's own account**

- Submit a "bank balance certificate" from a bank certifying the account balance in order to prove that an applicant has cash deposits (credit limit is not acceptable) for the period of studying in Japan. (An "account's transaction details" is not acceptable.)

The minimum amount available balance is equivalent to 600,000 yen for the Spring semester, 840,000 yen for the Fall semester, and 1,320,000 yen for a full academic year as disposable cash.

- The "bank balance certificate" must be issued within two months of submission and indicate the date of issue, the account holder's name, and the amount of funds in either Japanese or English. If requested by the Immigration Bureau, the applicant will need to submit a Japanese translation.

【In case the applicant is sponsored by a third party (e.g., a parent)】

Ex) Applicant's parent is the primary sponsor

● **Original bank balance certificate for the sponsor's account**

- Submit a "bank balance certificate" from a bank certifying the account balance in order to prove that the sponsor has cash deposits (credit limit is not acceptable) for the period of studying in Japan. (An "account's transaction details" is not acceptable.)

The minimum amount available balance is equivalent to 600,000 yen for the Spring semester, 840,000 yen for the Fall semester, and 1,320,000 yen for a full academic year as disposable cash.

- The "bank balance certificate" must be issued within two months of submission and indicate the date of issue, the account holder's name, and the amount of funds in either Japanese or English. If requested by the Immigration Bureau, the applicant will need to submit a Japanese translation.

【In case of scholarship, grant, or study loan】

● **Certificate of scholarship receipt/student loan**

- It must include the applicant's name, the amount awarded, the period of the award, and the granting organization.

⑧ Certificate of Health (Prescribed form available)

- A chest X-ray examination is **mandatory by Japanese law**.
- **The prescribed form** must be downloaded from the IRIS after completion of the application procedure (STEP 2).
- Upload the Certificate of Health through the IRIS after the physician completes the chest X-ray test results and the findings section required by the physician.

Submission

Deadline:

April 10, 2025

4. Enrollment Status at Rikkyo

- Exchange students who are accepted to Rikkyo based on the inter-university exchange agreements will be enrolled as "Special International Students".

- “Special International Students” cannot be enrolled in a degree-seeking program.
- The enrollment period at Rikkyo is from April 1 to August 31 for the Spring semester and from September 1 to March 31 for the Fall semester.

5. Visa

- Rikkyo University will apply for a Certificate of Eligibility (COE) on behalf of the incoming exchange students.
- After the Japanese Immigration Bureau has issued a COE, Rikkyo will notify the applicant through the IRIS.
- Upon receipt of a COE through the IRIS, all incoming exchange students must apply for and obtain a Student Visa at the nearest Japanese embassy/consulate prior to their departure to Japan. Contact the nearest Japanese embassy/consulate for more information regarding the visa application procedure.
- Students cannot participate in the exchange program or be enrolled at Rikkyo under a Temporary Visitor Visa.

6. Academics

1) Course types and language of study

Rikkyo University offers University-wide Liberal Arts Courses (Language Courses (excluding Japanese) and Liberal Arts Programs), as well as specialized courses for each college/graduate school and Japanese Language Program for international students. Check below for further details about the language of study and registration requirements.

- In order to take regular academic courses conducted in Japanese, there are Japanese language proficiency requirements, and in principle, students must have the minimum required level of Japanese proficiency in the Rikkyo Japanese Placement Test.

Therefore, students who wish to take regular academic courses conducted in Japanese must take the Rikkyo University Japanese Placement Test. 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, Portuguese, Indonesian, Thai, Tagalog, or Vietnamese) must have a required minimum level at the Japanese Proficiency Test of Rikkyo University. Furthermore, in principle, students cannot take the Language Courses in their mother tongues, except for some courses.
- 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 Liberal Arts 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. There are two English levels (advanced and intermediate) and you must take the courses which match your English language level.
- 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.

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.

- Course offerings are subject to change each academic year. Some courses are offered only to students who are placed in the college or graduate school offering the courses. In addition, some courses have a limit on the number of students and pre-selection. Therefore, Rikkyo University does not guarantee that you will be able to take the subjects you wish to take.
- Please refer to the course list, syllabus and registration notes on the Rikkyo University website.

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

➤ 3. Academic Program

- The academic calendar of Rikkyo University is as follows. (Reference)

Spring semester		Fall semester
Late March	Orientation starts	Early September
Around April 10	Class starts	Around September 20
Mid-July to Late July	Final Examination	Mid-January to Early February
August 31	Enrollment period ends	March 31
September 1	Academic transcript issued	April 1

- Please refer to the latest academic calendar here.

https://english.rikkyo.ac.jp/campuslife/academic_calendar/calendar.html

- Please note that for any reason, transcripts cannot be issued earlier than the above dates.

7. Tuition and Living Expenses

- The following are the estimated costs incurred during the study in Japan.
- There are no scholarships available at this time. (as of February 1, 2025)

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 (Rikkyo University International Dormitory)	Refer to the website listed in the “8. Housing” section below for the dorm fees.
Student Commuter Pass	It depends on where you live and the train company you use. Student discounts may be available. The following are the estimated expenses from RUID Shiki / Asakadai to the Ikebukuro Campus. (It is subject to change by the train company.) 3 months: about 12,000 yen 6 months: about 23,000 yen
Insurance	National Health Insurance (mandatory): about 1,500 yen per month (with reduction procedures completed) 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)

8. Housing

- Rikkyo offers four international dormitories: REH Ikebukuro, RIR Shiinamachi, RUID Asakadai, and RUID Shiki.
- If the applicant wishes to live in the international dorm, please make sure to check the "[Rikkyo University Dormitory Guide for Special International Students \(WEB site\)](#)" carefully and apply at the time of application.
- If the applicant would like to live in accommodations other than the international dorm, please arrange accommodation by themselves. The International Office will offer the list of housing management companies upon request.

9. Personal Information

- The applicant's personal information will be used for support of the academic and student life at Rikkyo before and after their enrollment as well as for the relevant screening and enrollment procedures.

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

- In principle, the information from the certificate of health is for the single use of the International Office, the Health Center, and the other exchange program-related university departments at Rikkyo. 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 lives, body or property.

Contact information

If you have any questions about your application procedures, please contact us.

College of Arts, Rikkyo University

coa-intl@rikkyo.ac.jp

*Please allow us a few days to respond to your inquiry. You can find your answer on our website and chatbot!

[Website for Rikkyo University Student Exchange Program](#)

[Chatbot](#)