

# College of Arts, Rikkyo University Spring 2025

## Application Guidelines for Inter-College Exchange Students

### 1. Eligibility

- The applicants must be full-time students (undergraduate or graduate) 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	September 1 to October 31, 2024	
Application	October 1 to November 10, 2024	
Submission of COE Application Information and Certificate of Health	By November 30, 2024	
Admission Notice	Late December 2024	
Housing Result Notice	Mid-January, 2025	*Only for students who wish to live in a dormitory
Sending Certificate of Eligibility (COE) and Letter of Admission	Late February, 2025	
Applying for a Student Visa	Early March 2025	*Students should apply for a student visa at the Japanese Embassy in their home country.
Arriving in Japan	Late March, 2025 *Dorm move-in dates (tentative): March 24 and 25 (9:00am to 5:00pm)	*Students must enter Japan by the orientation start date.
Orientation	Late March - early April 2025	*The orientation schedule will be announced after January 2025.
Classes Begin (2025 Spring)	April 10, 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

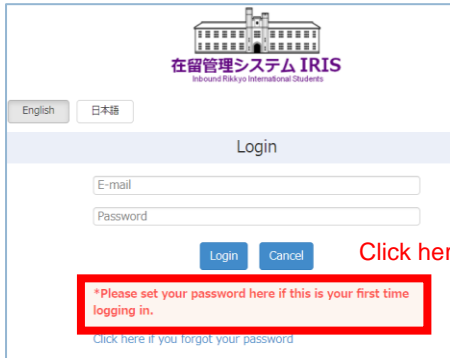
- The URL of the online application (IRIS) will be sent to the applicant's registered e-mail address from Rikkyo University ([noreply@iris.rikkyo.ac.jp](mailto:noreply@iris.rikkyo.ac.jp)). The program coordinators at the applicant's home universities will also receive it.

The mail title of message: **【Rikkyo】 Exchange Application for 2025 Spring Admissions / 【立教大学】 2025 年度春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)

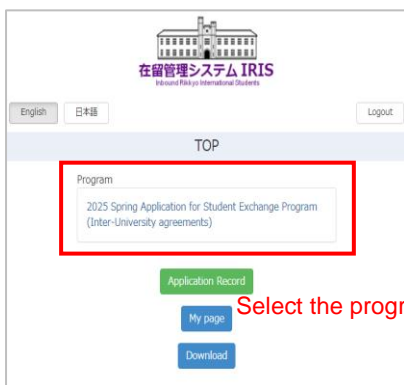
**PW:** Please set your password at first as follows;



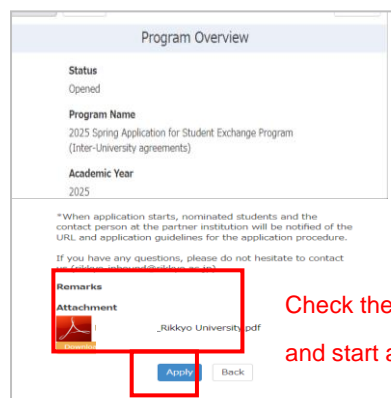
Click here to set your password.

## STEP 2 | Application **Deadline: November 10, 2024**

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



Select the program



Check the application guidelines and start application

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

Mail title of the message: **【Rikkyo Exchange】 Your application has been submitted/ 出願を受け付けました。**

- 4) 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.
- 5) Upon completing the application procedures, the applicants will receive a "Confirmation message" from Rikkyo.  
Mail title of the message: **【Rikkyo Exchange】 Your application has been confirmed/出願内容確認済のお知らせ..**

▶ Please refer to [the manual "How to apply for students"](#) 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 information required for a COE application & Certificate of Health

**Deadline: November 30, 2024**

- In mid-November, for those who have completed STEP 2, a designated URL will be sent to the applicant's registered e-mail address through the IRIS.  
Mail title of the message: 【IRIS】 申請者情報登録依頼/ 【IRIS】 Request for registration of personal information.
- 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 "Required Documents."
- Upload the Certificate of Health through the URL. Use the prescribed form downloaded in STEP 2, and the medical examination results at a clinic should be included. Please refer to ⑧ in the "Required Documents" for the details.
- 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 nationals 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 4| Admission Notice (Late December, 2024)

- The applicant will receive the admission notice from Rikkyo through the IRIS.  
Mail title of the message: 【Rikkyo Exchange】 Your application has been approved /入学許可のお知らせ

### 3-3. Required Documents

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

<b>① Copy of Valid Passport</b> <ul style="list-style-type: none"> <li>The page certifying the applicant's name, nationality, date of birth, and photo.</li> <li>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.</li> </ul>	<b>Submission Deadline: November 10, 2024</b>
<b>② Official Academic Transcript of Record from Home University</b> <ul style="list-style-type: none"> <li>It should include the past two year's grades from the home institutions in English.</li> </ul>	
<b>③ Letter of Recommendation by Academic Advisor/ Supervising Professor at the Home Institutions</b> <ul style="list-style-type: none"> <li>Only recommendations <u>by the faculty members</u> at the applicant's home university are acceptable.</li> <li>Signed and on a paper with the applicant's home university's letterhead.</li> </ul>	

<p><b>④ ID photo (aspect ratio 4:3)</b></p> <ul style="list-style-type: none"> <li>· The photo is for a COE application and must meet the requirements set by the immigration bureau. <ul style="list-style-type: none"> <li>➢ A photograph of the applicant only</li> <li>➢ Hatless and facing forward</li> <li>➢ No background (including shadows)</li> </ul> <p><a href="https://www.moj.go.jp/isa/applications/status/photo_info_00002.html">https://www.moj.go.jp/isa/applications/status/photo_info_00002.html</a></p> </li> <li>· It must be taken within <u>two months</u> before submission.</li> </ul>	
<p><b>⑤ Certificate of Japanese Language Proficiency [optional]</b></p> <ul style="list-style-type: none"> <li>· A Japanese language certificate can be uploaded as proof of the applicant's knowledge of the language only if you have one.</li> </ul>	
<p><b>⑥ Certificate of English Language Proficiency [optional]</b></p> <ul style="list-style-type: none"> <li>· An English language certificate can be uploaded as proof of the applicant's knowledge of the language only if you have one.</li> </ul>	
<p><b>⑦ Official Bank Balance Certificate</b></p> <p>*In this term, the "sponsor" means the primary provider of financial resources during the applicant's stay in Japan.</p> <p><b>【In case the applicant is self-sponsored】</b></p> <p>Ex.) The applicant has been saving up money from the current/past part-time job</p> <ul style="list-style-type: none"> <li>● <b>Original bank balance certificate for the applicant's own account</b> <ul style="list-style-type: none"> <li>· 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.)</li> <li>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.</li> <li>· 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.</li> </ul> </li> </ul> <p><b>【In case the applicant is sponsored by a third party (e.g., a parent)】</b></p> <p>Ex) Applicant's parent is the primary sponsor</p> <ul style="list-style-type: none"> <li>● <b>Original bank balance certificate for the sponsor's account</b> <ul style="list-style-type: none"> <li>· 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.)</li> <li>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.</li> <li>· 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.</li> </ul> </li> </ul> <p><b>【In case of scholarship, grant, or study loan】</b></p> <ul style="list-style-type: none"> <li>● <b>Certificate of scholarship receipt/student loan</b> <ul style="list-style-type: none"> <li>· It must include the applicant's name, the amount awarded, the period of the award, and the granting organization.</li> </ul> </li> </ul>	<p><b>Submission Deadline: November 30, 2024</b></p>

#### ⑧ Certificate of Health (Prescribed form available)

- 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 x-ray test results and the findings section required by the physician.

### 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 this certificate all incoming exchange students must apply for and 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 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 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 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](https://english.rikkyo.ac.jp/campuslife/academic_calendar/calendar.html)

## 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 October 1, 2024)

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 "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 RIR 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	<b>National Health Insurance:</b> about 1,500 yen per month (with reduction procedures completed) <b>* National Health Insurance enrollment is mandatory.</b> <b>Rikkyo student insurance (optional):</b> 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 five international dormitories: REH Ikebukuro, RIR Shiinamachi, RUID Asakadai, RUID Shiki, and DK House Nerima.
- If the applicant wishes to live in the international dorm, please make sure to check the "[Rikkyo University Accommodation 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

College of Arts, Rikkyo University

bun-exchange@ml.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](#)