

# College of Arts, Rikkyo University Spring 2026

## Application Guidelines for Inter-College Exchange Students

### 1. Eligibility

- The applicants must be the students who are enrolled full-time 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, 2025	
Application	October 1 to November 10, 2025	
Submission of a Certificate of Health	October 1 to November 14, 2025	The applicants will receive the link for submitting the COE application after they complete the exchange program application.
Submission of a Certificate of Eligibility (COE) Application Information	November 1 to 14, 2025	
Admission Notice	Late December, 2025	
Housing Result Notice	Mid-January, 2026	*Only for the students who wish to live in a dormitory. Dormitory residents must arrive on the official move-in dates specified by Rikkyo.
Deadline for submitting the housing contract and dormitory fee payment	Late January, 2026	*Only for the students who are placed in international dormitories; the failure to complete the required procedures before the deadline could lead to the cancellation of dormitory room placement.
Sending a COE and a Letter of Admission	Late February to early March 2026	*The schedule for sending COE is subject to change and could be affected by the delay of processing at the Immigration Bureau.
Applying for a Student Visa	Early to mid-March 2026	*Upon receiving a COE, incoming exchange students must apply for a student visa at the Japanese Embassy in their home country. The students are <b>NOT</b> allowed to arrive in Japan on any other visa such as tourist or short-term stay. The students who hold the Japanese nationality must enter Japan with the Japanese passport.
Arriving in Japan	Late March, 2026 *Dorm move-in dates (tentative): March 23 and 25, 2026 (9:00am to 5:00pm) * The confirmed move-in dates will be announced in the near future.	*Students must arrive in Japan before the orientation start date. The dormitory residents must enter Japan on the designated move-in dates.
Orientation	Late March to Early April, 2026	*The orientation schedule will be announced after February 2026.
Classes Begin (2026 Spring)	April 10, 2026	

### 3. How to apply

#### 3-1. Important Notes

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

## 3-2. Application Procedure

### STEP 1 | Log on 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 the information. Look for the email titled as: **【Rikkyo】 Exchange Application for 2026 Spring Admissions / 【立教大学】 2026 年度春学期交換留学プログラム出願案内**

- Log on 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: November 10, 2025**

- Select the program to which you are nominated on the IRIS. Refer to the Application Guidelines (this document) and start preparing your online application.

- 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). Be sure to save the application as you complete each section.
- Check the entered information and click "Apply." When the application is submitted successfully, Rikkyo will send a message to the applicants to acknowledge the receipt of the information. Look for email titled: **【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 after you submit the application. The applicants must undergo a medical checkup (including a chest X-ray) at a medical institution and have the Certificate completed and signed by a physician to submit to us.
- Upon completing the application procedures, the applicants will receive a "Confirmation message" from Rikkyo. Look for email titled: **【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 correct errors 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: November 14, 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 "Register".

日本語

TOP

【テスト】 Health Certificate (25FU10004)

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.)  
Deadline : April 10, 2025

Notes:  
・ Please, use a prescribed format that you will be able to download from the IRIS just after submitting your application.  
・ You can also download a prescribed format from the IRIS. (Login > Top > Download > Application submitted)  
・ After uploading the Certificate of Health, please don't forget to click the "Answer" button at the bottom of the page.

Answer

## STEP 4| Submission of information required for a COE application

Deadline: November 14, 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 November 1.  
Look for the email titled as: 【Rikkyo Exchange】 Registration of COE application information /COE 情報登録依頼
- 2) 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."
- 3) 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 December 2025)

- Rikkyo University sends the admission notice to the applicants through IRIS.

Look for the email titled as: 【Rikkyo Exchange】 Admission Notice/入学許可通知

### 3-3. Required Documents

- Applicants must submit the documents listed in the table below.
- All documents must be written in either Japanese or English. In the case that a document is written in a language other than Japanese or English, the official translation must be attached.

<p><b>① Copy of Valid Passport</b></p> <ul style="list-style-type: none"> <li>• The page with the applicant's name, nationality, date of birth, and face photo is needed.</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>	<p><b>Submission Deadline:</b> November 10, 2025</p>
<p><b>② Official Academic Transcript of Record from Home University</b></p> <ul style="list-style-type: none"> <li>• The official academic transcript must list all the grades since the start of an undergraduate program and be written in English.</li> <li>• Graduate students must submit the academic transcripts of the undergraduate program as well.</li> </ul>	
<p><b>③ Letter of Recommendation by Academic Advisor/ Supervising Professor at the Home Institutions</b></p> <ul style="list-style-type: none"> <li>• Only recommendations <u>by the faculty members at the applicant's home university</u> are acceptable.</li> <li>• The letter should include the recommendation for the applicant's participation in the exchange program at Rikkyo University, based on the applicant's academic performance, attitude toward learning, and commitment to other activities.</li> <li>• The letter should be printed on the applicant's home university's letterhead with the faculty member's signature and issued after September 2025.</li> </ul>	
<p><b>④ ID photo data</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> The photo size ratio should be 4:3.<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> </li> <li>• The photo must be taken within <u>two months</u> before the submission of the application.</li> </ul>	
<p><b>⑤ Certificate of Japanese Language Proficiency 【optional】</b></p> <ul style="list-style-type: none"> <li>• The copy of the standardized Japanese language exam 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>• The copy of the standardized English language exam certificate can be uploaded as proof of the applicant's knowledge of the language only if you have one.</li> </ul>	
<p><b>⑦ Proof of Sponsor's Financial Support (such as 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. Depending on the type of sponsor, applicants need to submit the following documents.</p> <p><b>【In case the applicant is self-financed 】</b></p> <p>Ex.) The applicant intends to fund her/himself by using her/his own saving</p> <ul style="list-style-type: none"> <li>● <u>Original bank balance certificate for the applicant's own account</u></li> </ul>	<p><b>Submission Deadline:</b> November 14, 2025</p>

<ul style="list-style-type: none"> <li>Submit a “bank balance certificate” issued by a bank that certifies that the account balance in order to prove that an applicant has enough funds (credit limit is not acceptable) for the period of studying in Japan. (An “account’s transaction details” is not acceptable.) The minimum required amount of the available cash balance is as follows: Spring semester only: no less than 600,000 yen or its equivalent Fall semester only: no less than 840,000 yen or its equivalent Full academic year (two semesters): no less than 1,320,000 yen or its equivalent.</li> <li>“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 Japanese Immigration Bureau, the translation of the statement in Japanese must be submitted.</li> </ul> <p><b>【In case the applicant is financed by a sponsor (such as utilizing family funds)】</b></p> <p>Ex) Applicant’s parent is the primary sponsor</p> <ul style="list-style-type: none"> <li><b>● <u>Original bank balance certificate of the sponsor’s account</u></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 enough funds (credit limit is not acceptable) to finance the student for the period of studying in Japan. (An “account’s transaction details” is not acceptable.) The minimum required amount of the available cash balance is as follows: Spring semester only: no less than 600,000 yen or its equivalent Fall semester only: no less than 840,000 yen or its equivalent Full academic year (two semesters): no less than 1,320,000 yen or its equivalent.</li> <li>“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 Japanese Immigration Bureau, the translation of the statement in Japanese must be submitted.</li> </ul> </li> <li><b>● <u>Certificate of scholarship receipt/student loan</u></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 sponsoring organization.</li> </ul> </li> </ul>	<p><b>Submission Deadline:</b> <b>November 14, 2025</b></p>
<p><b>⑧ Certificate of Health</b> (Prescribed form available)</p>	
<ul style="list-style-type: none"> <li>A chest X-ray examination is <u>mandatory by the Japanese law</u>.</li> <li>The designated format must be downloaded from the IRIS after completion of the application procedure (STEP 2).</li> <li>Upload the Certificate of Health through the IRIS after the physician completes all the required information on the form, including the chest X-ray test results.</li> </ul>	
<p><b>⑨ "TB Clearance Certificate"</b> issued by a designed medial institution as part of the Japan Pre-Entry Tuberculosis Screening (JPETS) <b>【mandatory for the nationals of the targeted countries】</b></p> <ul style="list-style-type: none"> <li>The nationals of the targeted countries must submit “TB Clearance Certificate” as mandated by the Japanese government’s Japan Pre-Entry Tuberculosis Screening (JPETS) initiative.</li> <li>The Certificate must be valid for the time when the request for the issuance of COE is expected to be submitted to the Japanese Immigration Bureau by Rikkyo (around December 2025)</li> <li>For more details on JPETS, refer to the descriptions below.</li> </ul>	

## What is JPETS?

Effective June 2025, the Japanese government has implemented the **Japan Pre-Entry Tuberculosis Screening (JPETS)**. The goal of the initiative is to prevent the spread of tuberculosis in Japan. The nationals of the Philippines, Nepal, Vietnam, Indonesia, Myanmar, and China are required to undergo this pre-entry tuberculosis screening and submit a "TB Clearance Certificate" when they apply for a Certificate of Eligibility (COE).

Those who are subject to the JPETS requirement need to check the latest information through the related links and take necessary steps listed below to avoid the delay in the issuance of COE.

- ① **Medical Examination:** the accepted students must undergo a medical examination, including a chest X-ray, at a designated medical institution in their home country. For Spring 2026 enrollment, examination must be completed on or after October 1, 2025.
- ② **Certificate Issuance:** if the result of tuberculosis screening is negative, the designated medical institution issues a "TB Clearance Certificate." Please be sure to obtain the Certificate in order to apply for the exchange program.
- ③ **Certificate Submission:** the accepted students must upload and submit "TB Clearance Certificate" through the IRIS before the deadline in order to apply for a COE.

## Related Links

[Ministry of Health, Labour and Welfare website \(about the JPETS\)](#)

[Official website for the JPETS \(by Ministry of Health, Labour and Welfare\)](#)

[Immigration Services Agency website](#)

## 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 Spring semester and from September 1 to March 31 for 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 issues a COE, Rikkyo will notify the student through the IRIS.
- Upon receiving a COE through the IRIS, all incoming exchange students must apply for 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.
- The nationals of the targeted countries of the Japan Pre-Entry Tuberculosis Screening (JPETS) initiative must undergo the tuberculosis screening at a designated medical institution and submit "TB Clearance Certificate" at the time when the application for COE is submitted to the Japanese Immigration Bureau.

## 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. Therefore, the Rikkyo University Japanese Placement Test is obligatory in order to take courses in Japanese. The students are recommended to choose courses that match their Japanese language level. While the students may take courses that require higher level of the Japanese language proficiency than their own level, there will not be any special treatment. Students must understand that course registration must be completed on their own responsibility. In addition, 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 (including German, French, Spanish, Chinese, Korean, Russian or Portuguese) must have prior learning experience (one year or more) of the language which they wish to study at Rikkyo, and must reach the required minimum level at the Japanese Proficiency Test of Rikkyo University. **Furthermore, in principle, the students cannot register for the language courses of their mother tongue except certain types of the courses.**

### 2) Course 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. There are two levels (advanced and intermediate), depending on the students' English proficiency.
- The Japanese Language Program for International Students is offered in 9 levels – from J0 to J8. The program offers a variety of courses, catered for varying degrees of the Japanese language proficiency from beginners to advanced, and the students can study a wide range of subjects on the Japanese culture and society, not merely confined to the Japanese language. The Japanese Language Placement Test is required for the students who wish to take the Japanese language courses.
- Supervising professors will give individual instruction and advice to special international students at graduate level.

### 3) Others

- While exchange students on graduate level are permitted to register for the university-wide liberal arts subjects (including language courses and general studies courses), the graduate students need to be aware that the courses are designed as introductory subjects and therefore may not be suitable for advanced-level students. Hence it is strongly advised that the graduate students read the course syllabus carefully before they register for the university-wide liberal arts courses.
- It should be noted that at Rikkyo, there are full-year courses, one-semester courses as well as quarter courses. Registration and credits for the full-year courses may 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 the case that they wish to register for full-year courses.
- Course offerings are subject to change each academic year. Some courses are offered only to the students who are placed in the college or graduate school offering the courses. In addition, in some courses, the enrollment is limited and there may even be the case that registrants are subject to the selection in advance. Therefore, Rikkyo

University does not guarantee that the students are guaranteed to register for all the courses that they wish to take. It should be reiterated that the students are subject to the rules and regulations that determine the eligibility for course registration at each college and graduate school.

- 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)

- Please note that transcripts cannot be issued earlier than the above dates under any circumstances.

## 7. Tuition and Living Expenses

- The following are the estimated costs incurred during the study at Rikkyo .
- There are no scholarships available at this time. (As of October 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 “Housing” section below for the dorm fees.
Student Commuter Pass	The commuting costs differ depending on where students live and the train company that students 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	<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 four international dormitories: REH Ikebukuro, RIR Shiinamachi, RUID Asakadai, and RUID Shiki.
- If the applicant wishes to live in the international dorm, they must check the "[Rikkyo University Dormitory Guide for Special International Students \(WEB site\)](#)" carefully and apply for housing at the time of application.
- It should be noted that the number of rooms in international dormitories are limited and the placement in the dormitories are not guaranteed.
- Those who are placed in the dormitories must sign housing contract and submit the dormitory fee payment before the designated deadline. The students need to be aware that the failure to complete the required procedures before the deadline could lead to the cancellation of dormitory room placement.
- In the case that the students are not placed in international dormitories or they prefer to arrange housing on their own, they can refer to the information on off-campus housing listed in the link below in order to find the housing.  
<https://sites.google.com/rikkyo.ac.jp/privatecompanies/home>

## 9. Personal Information

- The applicant's personal information will be utilized by Rikkyo University and Horizon Business Assistant Corporation, an entrusted company that manages Rikkyo University's online application system and provides the assistance with visa-related procedures. The information is used for processing the applications for the exchange program, preparing for immigration-related applications and completing the admission. Moreover, the University makes use of the personal information for the purpose of providing academic and daily-life support with the admitted students before and after their matriculation to Rikkyo University. Privacy Policy: <http://english.rikkyo.ac.jp/privacypolicy/>
- In principle, the information listed on the Certificate of Health is shared only among the International Office, the University's Health Center, and the other related university departments at Rikkyo. While, in principle, It is not be disclosed outside of the University, the information made available exceptionally to a third party only if required by law or when it is difficult to obtain the consent of the students and the disclosure is essential for protecting the students' lives, bodies 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](mailto: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](#)