

	RIKKYO UNIVERSITY 立教大学	
Organization for Global Initiatives – Information Sheet		

General Information

Name of Institution	Rikkyo University (Private)
Foundation	1874 (Founded by the Missionary of American Episcopal Church)
President	Prof. KWAK, Yangchoon (郭 洋春)
Vice President for International Advancement & Director, Organization for Global Initiatives	Prof. IKEDA, Nobuko (池田 伸子) College of Intercultural Communication
Academic Network	Alliance of Asian Liberal Arts Universities (AALAU) International Student Exchange Program (ISEP) Colleges and Universities of the Anglican Communion (CUAC)

Student Numbers (as of October 1, 2018)

Undergraduate students	19,140 (international students: 603)
Graduate students	1,174 (international students: 368)
Total number of students	20,314 (international students: 971)
Top 5 countries & regions represented	1) China: 466 2) South Korea: 219 3) Taiwan: 31 4) France: 26 5) USA: 23

Staff numbers (as of May 1, 2018)

Teaching staff & researchers	2,401
Full-time administrative staff	293

Contacts

Ikebukuro Campus	3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo, 171-8501 JAPAN
Niiza Campus	1-2-26 Kitano, Niiza, Saitama, 352-8558 JAPAN
Website	(Japanese) http://www.rikkyo.ac.jp/ (English) http://english.rikkyo.ac.jp/

Office and Contacts:

Office	Organization for Global Initiatives - International Office
Address	(Ikebukuro campus) McKim Hall, 1 st Floor 3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo 171-8501 JAPAN (Niiza campus) Building No. 7, 2 nd Floor 1-2-26 Kitano, Niiza-shi, Saitama 352-8558 JAPAN
International Office – Contacts	
Director	Prof. HWANG, Seongbin (黄 盛彬) Department of Communication and Media Studies, College of Sociology
Deputy Director	Prof. NITTA, Keiko (新田 啓子) Department of Letters (English and American Literature), College of Arts
Assistant to the Director	Prof. CAPRIO, Mark (マーク・カプリオ) Department of Intercultural Communication, College of Intercultural Communication Prof. TAJIMA, Kayo (田島 夏与) Department of Economic Policy Studies, College of Economics
Manager	Mr. FUJIEDA, So (藤枝 聡) fujieda@rikkyo.ac.jp TEL +81-3-3985-2807 / FAX +81-3-3985-2826
Outbound Exchange & Study Abroad Coordinator	Mr. MATSUKI, Atsushi (松木 敦志) Ms. MIZUKAMI, Aiko (水上 愛子) E-MAIL rikkyo-outbound@rikkyo.ac.jp <i>*ISEP Coordinator (outbound)</i> TEL +81-3-3985-2673 / FAX +81-3-3985-4290
Inbound Exchange Coordinators	Ms. KANAMORI, Chie (金森 千絵) Ms. MORIUE, Yoshiko (森上 美子) Ms. KASAJIMA, Elise (笠嶋 英里子) <i>*ISEP Coordinator (inbound)</i> E-MAIL rikkyo-inbound@rikkyo.ac.jp TEL +81-3-3985-2208 / FAX +81-3-3985-2826
Study Abroad Coordinator (Short-term study abroad programs)	Ms. SAKAGUCHI, Ai (坂口 愛) E-MAIL rikkyoshortterm@rikkyo.ac.jp TEL +81-3-3985-4555 / FAX +81-3-3985-4290
Contact for international partnership agreements	Mr. FUJIEDA, So (藤枝 聡) fujieda@rikkyo.ac.jp International Office (Agreements for University-wide Exchange) Mr. KANNO, Katsuyoshi (菅野 勝義) kanno.katsuyoshi@rikkyo.ac.jp Organization for Global Initiatives (Agreements for Global Liberal Arts Program) TEL +81-3-3985-4152 / FAX +81-3-3985-4290
Homepage (English)	http://english.rikkyo.ac.jp/

Academic Information:

<p>Undergraduate Colleges (10)</p>	<p><i>(Ikebukuro Campus)</i></p> <p>College of Arts</p> <p>College of Business</p> <p>College of Economics</p> <p>College of Intercultural Communication</p> <p>College of Law and Politics</p> <p>College of Science</p> <p>College of Sociology</p>	<p><i>(Niiza Campus)</i></p> <p>College of Community and Human Services</p> <p>College of Contemporary Psychology</p> <p>College of Tourism</p>
<p>Graduate Schools (14)</p>	<p><i>(Ikebukuro Campus)</i></p> <p>Graduate School of Arts</p> <p>Graduate School of Business</p> <p>Graduate School of Business Administration (Business Design)</p> <p>Graduate School of Christian Studies</p> <p>Graduate School of Economics</p> <p>Graduate School of Intercultural Communication <i>(Intercultural Communication major and Language Science major)</i></p> <p>Graduate School of Law and Politics</p> <p>Graduate School of Sciences</p> <p>Graduate School of Social Design Studies</p> <p>Graduate School of Sociology</p> <p>Law School</p>	<p><i>(Niiza Campus)</i></p> <p>Graduate School of Community and Human Services</p> <p>Graduate School of Contemporary Psychology</p> <p>Graduate School of Tourism</p>
<p>Restricted Faculties</p>	<p><i>(Ikebukuro Campus)</i></p> <p>Law School:</p> <p>Exchange students may not be enrolled.</p> <p>Graduate School of Business Administration (Business Design):</p> <p>Interested applicants must have at least two years of professional work experience.</p>	<p><i>(Niiza Campus)</i></p> <p>None</p>

Japanese Language Courses	Based on the result of a placement exam, students are placed in the appropriate level ranging from J0 (beginner) to J8 (advanced). Students must be enrolled in the level in which they are placed based on the results of the Japanese language placement test given during the orientation.
Courses offered in English	While the primary language of instruction at Rikkyo University is Japanese, exchange students may take classes in English. Please refer to the following link to the website for further detail. http://english.rikkyo.ac.jp/exchange/index.html . The degree programs entirely taught in English include Global Liberal Arts Program (undergraduate), Dual Language Pathway (College of Intercultural Communication, Undergraduate) and Master of International Business (MIB; Graduate School of Business).
Class Timetable	Each class lasts 90 minutes and class hours are as follows. Note: Each class will last 100 minutes in Academic Year 2019. 1 st period: 9:00 a.m. - 10:30 a.m. 2 nd period: 10:45 a.m. - 12:15 p.m. 3 rd period: 1:15 p.m. - 2:45 p.m. 4 th period: 3:00 p.m. - 4:30 p.m. 5 th period: 4:45 p.m. - 6:15 p.m. 6 th period: 6:30 p.m. – 8:00 p.m. 7 th period: 8:15 p.m. - 9:45 p.m.
Academic Calendar (2018/19)	Suggested arrival time: (Spring) March 26 - 27; (Fall) September 2-4 Orientation: (Spring) March 28 - April 10; (Fall) September 7 - 19 Class Begin: (Spring) April 11; (Fall) September 20 Class End: (Spring) July 19; (Fall) January 23 Final Exam: (Spring) July 20-31; (Fall) January 24 - February 3
Transcripts	Transcripts are sent to home universities in the following manner: If students need to obtain transcript copies for themselves, they must request them in advance at the Academic Affairs Office before they depart from Japan. <u>Please note that requests to expedite the issuance of transcripts will not be considered unless we have a specific agreement with our partner institutions.</u> For exchange students who complete their studies in Fall semester (January): Transcripts are sent to home universities in <u>early April</u> . For exchange students who complete their studies in Spring semester (July): Transcripts are sent to home universities in <u>early September</u> .

Application

Required level of Language Proficiency/Language Requirements	In order to take regular academic courses offered in Japanese, it is recommended that the students pass J6 level or above in the Japanese placement exam, which students need to take after their arrival at Rikkyo. If students wish to take part in the Japanese language courses of J1 level or higher, they are expected to have mastered <i>hiragana</i> and <i>katakana</i> prior to their arrival at Rikkyo.	
Application procedures	<ol style="list-style-type: none"> 1. Students must submit the application to their home institution to participate in the exchange program. 2. Upon receiving the recommendation from the home university, the students can submit the application to Rikkyo University. 3. Rikkyo University reviews the applications and allocates the students to appropriate colleges/graduate schools. After the students' admission is confirmed, Certificates of Eligibility are issued and mailed to partner institutions. 	
Required documents for application/Application Materials	<ol style="list-style-type: none"> 1. Exchange Student Application Form 2. Certificate of Finance, attached with original bank statement 3. Scholarship Application Forms (RUI and JASSO), if applicable 4. Certificate of Health completed by physician 5. Letter of Recommendation issued by a faculty member 6. Rikkyo University International Dormitory (RUID) Application Form 7. Original Academic Transcript issued by home university 8. Two face photographs 	
Application Deadline	Fall 2020: March 31, 2020	Spring 2020: November 15, 2019

Accommodation

Rikkyo University International Dormitory (RUID), International Residence (RIR), and Global House.	Rikkyo University currently operates four international dormitories: RUID Asakadai and RUID Shiki (Saitama), Rikkyo Global House in Shiki (Saitama), and Rikkyo International Residence (RIR) in Shiinamachi (Tokyo). All the rooms are for single use and they are conveniently located within an easy commuting distance.
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Visa *For more information regarding the new visa requirement, please refer to the link below:

http://www.immi-moj.go.jp/newimmiact_1/en/index.html

Student (<i>Ryugaku</i>) Visa	Incoming students receive a Certificate of Eligibility after their admittance to Rikkyo and must apply for a student visa at the nearby Japanese Embassy / Consulate. Those who have Japanese citizenship (including dual citizenship) do not need to apply for a student visa.
Resident Card	Newly arrived international students will be issued a "Resident Card" upon their arrival and must report their residential address in Japan to a nearby city/ward office.
Part-Time Job Permission	International Students may apply for part-time work permission (<i>Shikakugai Katsudo Kyoka</i> , 資格外活動許可) at the time of their arrival in Japan.

Medical insurance

National Health Insurance Plan (required)	Rikkyo University mandates all the Special International Students (including exchange students) to join the Japanese National Health Insurance regardless of the length of their stay at Rikkyo. The students need to complete the application for the insurance at a nearby city/ward office after their arrival in Japan. The National Plan covers approximately 70% of total medical costs incurred. Students need to pay the monthly premium (the amount of fees differs depending on each city/ward).
Rikkyo University Student Mutual-Aid Health Care Union (optional)	The Student Health Insurance Plan covers approximately 30% of total medical costs incurred if the monthly medical cost exceeds 2,500 yen. Combined with the National Plan, the Student Plan offers supplemental coverage in order to reduce the financial burden on students in case of illness or injury. <u>Please keep in mind that the Student Plan does not extend coverage to dental care.</u> While it is no longer mandated for all incoming exchange students, we strongly recommend students join the plan if they plan to study for two semesters or longer.

Estimated Budget/Expenses/Living Cost (one academic year, 11 months)

Tuition	Waived (Note: Students may have to bear tuition costs in the case that the home university sends more students than the agreed number of exchange slots to Rikkyo, depending on the exchange balance.)
Dorm fee	590,700 yen for 11 months
Health Insurance	National Plan: 1,100 – 3,000 yen per month (depending on city/ward) Rikkyo Student Health Insurance (optional): 3,500 yen per year
Estimated living costs	Roughly 120,000 yen per month (1,320,000 yen for 11 months)

Top Global University Project and “Rikkyo Global 24”

Rikkyo University was selected by the Ministry of Education, Culture, Sports, Science, and Technology (MEXT) for the "Top Global University Project (Global Traction Type)." The Project intends to enhance the international compatibility and competitiveness of higher education in Japan by supporting universities to execute decisive reforms and thorough internationalization. For further details on Rikkyo University's strategic plans for globalization, "Rikkyo Global 24," please refer to the link below:

<http://english.rikkyo.ac.jp/global24/>