

Rikkyo University COB & GSB Exchange Program Application Guide for AY2024

1. Important Dates

Application period:

Spring semester From 1st to 31th, October in the previous year

Fall semester From 15th, February to 15th, March

Acceptance Notification by College of Business:

Spring semester By the end of December

Fall semester By the middle of May

Orientation dates (subject to change):

Spring semester Last week of March

Fall semester First week of September

Official Semester dates:

Spring semester From April 1st to July 31st including final examinations

Fall semester From September 1st to February 4th in the next year including final examinations

2. Online Application (Six steps in total)

1) Step One: Registration

Before creating an account, you want to have;

- Your passport
- ID photo (Digital data. You can take one with your phone.)

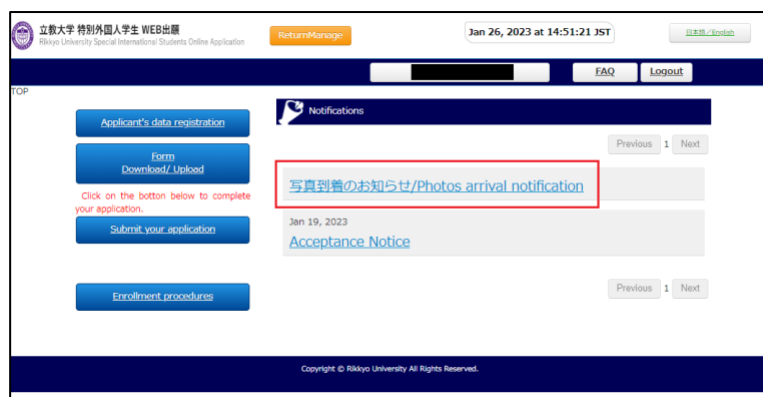
- Register yourself as an applicant and create an application account via the [Application Portal](#).
- For “application category”, please choose “**Inter-College**” then “**College of Business.**”
- Once you complete registering yourself, you will receive a confirmation email including another link to access your application portal.

2) Step Two: Mail us Two ID Photos

Please send the two original copies of your ID photograph via postal mail to the following address;

Rikkyo University, International Office
 3-34-1 Nishiikebukuro, Toshima-ku, Tokyo
 McKim Hall 1st floor
 171-8501
 Tokyo, JAPAN

- Apart from the digital ID photo that you will upload on the online application system, we need **two PRINTED photographs** for your Certificate of Eligibility and student ID card.
- The photographs must not be older than **two weeks**.
- Please write your name and the home institution on the back of the photographs.
- If you have applied for RUCOB in the past, please refrain from reusing the same photographs from the previous application.
- It may take up to a couple of weeks for us to receive an international postal mail. We kindly ask you to send the mail as soon as possible.
- You can find the requirement for your ID photo [here](#).
- Once your photographs reach our office, you will see the “Notification” on the top page of your application portal.



- In case the photo does not meet the requirement above, your application will be rejected.

3) Step Three: Make an appointment for health check with your home doctor

In later section of the online application, you will be asked to submit a prescribed form, “Certificate of Health”, where your home doctor needs to fill out and sign. We strongly recommend you to make an appointment **in advance** as soon as possible. The prescribed form is available for download in the second part of the online application, but it is attached in the application instruction email for your reference.

4) Step Four: Fill out the online form

Using the provided link for your application portal, log in your application account and fill out the online form.

Business students **DO NOT HAVE TO** answer the following questions on the online form. Please insert dummy copy as below (P.3-5):

- “Study/research theme or major at your home university/institution”
- “College/Graduate School you wish to be enrolled at Rikkyo”
- “Motivation for studying in Japan”
- “Future plans after returning to your home university”

Academic purpose	
If you plan to register for academic courses taught in Japanese, you are required to have sufficiently advanced Japanese language proficiency to be able to understand the lectures, discuss in the class, take the final exams and write essays in Japanese.	
Academic purpose	I plan to register for the courses taught in English and will not take academic cours
If you have selected "I plan to register for academic courses taught in Japanese" in your study research plan, please be sure to enter the following items in Japanese. Study/research theme or major at your home university/institution College/Graduate School you wish to be enrolled at Rikkyo	
Study/research theme or major at your home university/institution	
Study/research theme or major at your home university/institution	DUMMY DUMMY
Please write in either Japanese (400 - 700 characters) or English (200 - 500 words).	
College/Graduate School you wish to be enrolled at Rikkyo	
You MUST select the appropriate boxes in each section. Students who plan to register mainly for Japanese language courses and courses taught in English may not	

be admitted to the college/graduate school they desire to study at Rikkyo University.

<p>College/Graduate School you wish to be enrolled at Rikkyo</p>	<p>Academic level <input type="text" value="Undergraduate"/></p> <p>College / Graduate School First choice <input type="text" value="College of Business"/></p> <p>Second choice <input type="text" value="No preference"/></p> <p>Third choice <input type="text" value="No preference"/></p>																				
<p>Write in detail the field you wish to study at Rikkyo and how you want to link this experience to your studies at your home university. This information is necessary for us to assign your academic advisor/supervising professor.</p>	<p>Key words (either Japanese (less than 50 characters) or English (less than 50 words))</p> <p>Key word 1 <input type="text" value="DUMMY"/></p> <p>Key word 2 <input type="text" value="DUMMY"/></p> <p>Key word 3 <input type="text" value="DUMMY"/></p> <table border="1" data-bbox="507 987 1091 1279"><tr><td>DUMMY DUMMY DUMMY DUMMY</td><td>DUMMY DUMMY</td></tr><tr><td>DUMMY DUMMY DUMMY DUMMY</td><td>DUMMY DUMMY</td></tr><tr><td>DUMMY DUMMY DUMMY DUMMY</td><td>DUMMY DUMMY</td></tr><tr><td>DUMMY DUMMY DUMMY DUMMY</td><td>DUMMY DUMMY</td></tr><tr><td>DUMMY DUMMY DUMMY DUMMY</td><td>DUMMY DUMMY</td></tr><tr><td>DUMMY DUMMY DUMMY DUMMY</td><td>DUMMY DUMMY</td></tr><tr><td>DUMMY DUMMY DUMMY DUMMY</td><td>DUMMY DUMMY</td></tr><tr><td>DUMMY DUMMY DUMMY DUMMY</td><td>DUMMY DUMMY</td></tr><tr><td>DUMMY DUMMY DUMMY DUMMY</td><td>DUMMY DUMMY</td></tr><tr><td>DUMMY DUMMY DUMMY DUMMY</td><td>DUMMY DUMMY</td></tr></table> <p>Please write in either Japanese (400 - 700 characters) or English (200 - 500 words).</p>	DUMMY DUMMY DUMMY DUMMY	DUMMY DUMMY	DUMMY DUMMY DUMMY DUMMY	DUMMY DUMMY	DUMMY DUMMY DUMMY DUMMY	DUMMY DUMMY	DUMMY DUMMY DUMMY DUMMY	DUMMY DUMMY	DUMMY DUMMY DUMMY DUMMY	DUMMY DUMMY	DUMMY DUMMY DUMMY DUMMY	DUMMY DUMMY	DUMMY DUMMY DUMMY DUMMY	DUMMY DUMMY	DUMMY DUMMY DUMMY DUMMY	DUMMY DUMMY	DUMMY DUMMY DUMMY DUMMY	DUMMY DUMMY	DUMMY DUMMY DUMMY DUMMY	DUMMY DUMMY
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Fill in the names of the course instructors and the list of the courses you would be interested to take during your stay at Rikkyo. If you cannot find course offerings for that period, be sure to select some from the current course list.

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Please write in either Japanese (less than 200 characters) or English (less than 100 words).

Course catalogs and syllabuses for this academic year are available on the web site below
<https://english.rikkyo.ac.jp/exchange/index.html/#AcademicProgram>

If there are any particular courses required by the graduation criteria of your home institution, which you will need to take at Rikkyo University, please list them here. (Please note that Rikkyo University cannot guarantee that all the courses you wish to take will be available to you.)

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Please write in either Japanese (less than 200 characters) or English (less than 100 words).

Motivation for studying in Japan

Please state your specific areas of interests regarding Japan and the reasons why you are applying to Rikkyo University.

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Please write in either Japanese (400 - 700 characters) or English (200 - 500 words).

Future status at your home university after returning from Rikkyo

Future status at your home university after returning from Rikkyo	<input type="text" value="Undergraduate"/>
College/Graduate School	<input type="text" value="(faculty/college/graduate school of yours)"/>

Department/Major	<input type="text" value="(department/major of yours)"/>
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Future plans after returning to your home university

Future plans after returning to your home university

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Please write in either Japanese (200 - 600 characters) or English (100 - 400 words).

5) Step Five: Upload the required documents in the second half of the application on the application portal

Business students **DO NOT NEED** to submit the following items;

- Letter of Recommendation
- Certificate of English language proficiency

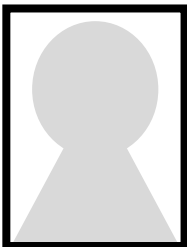
Please upload a blank document, otherwise you will get an error message and will not be able to move forward.

- Applicants must submit all required documents/items together with the application form.
- All documents must be written in either Japanese or in English. If written in other languages, Japanese or English translation must be attached. You can have the documents translated by the authorized translation service party, or you can translate it by yourself and have it authorized by your home institution office.
- We **do not** accept applications unless all the documents are properly completed.

1	<p>Letter of Recommendation NOT REQUIRED</p> <p>Business students <u>DO NOT</u> need to submit Letter of Recommendation. Please upload a blank document or any dummy document.</p>
2	<p>Academic Transcript of Record from your home institution</p>
3	<p>Certificate of Health (Prescribed form. Download available after completing the ‘Step Four’ of the application)</p> <p>➤ All applicants are required to take X-Ray examination at the time of application due to the history of tuberculous in Japan.</p>
4	<p>Certificate of Finance (Prescribed form. Download available after completing the first part by filling out the online application form)</p> <p>➤ Certificate of Finance must come with an official bank statement to prove that you or your sponsor have sufficient amount of financial resource to support your study abroad.</p> <p>➤ In this form, “sponsor” means the primary provider of financial resource during your stay in Japan.</p> <p><u>Example 1) My father/mother is sponsoring me.</u> If one/both of your parent(s) is the primary sponsor, you should have his/her employment information on the Certificate of Finance with his/her signature. The bank statement must have his/her name as an account holder. Please be sure to provide two different phone numbers of the sponsor; home phone number and office phone number.</p> <p><u>Example 2) I have been saving up money from my part-time job/job in the past.</u> You can fill in the information of your employment (current or past) information on the Certificate of Finance, and submit a bank statement of your own bank account. In case you have multiple employers from the past,</p>

	<p>please pick the latest employer and fill out the related information on the form.</p> <p>Example 3) I will be receiving scholarship/grant from the third party. Please select “scholarship” on the online application. You can fill in the detailed information of the scholarship/grant and the funding organization that supports you financially. Instead of bank statement, please submit an official letter provided by the funding organization (institution, government, private educational fund organization, etc.). The letter must include the name of the organization, the address, phone number, contact person, and must state the name of the scholarship/fund receiver, amount of the fund that the student will be receiving, and duration, with an institutional stamp or signature.</p> <p>If your case does not match any of above, contact us at cobincoming@rikkyo.ac.jp.</p>
<p>5</p>	<p>Official Bank Statement (See relevant information on “#4 Certificate of Finance”)</p> <ul style="list-style-type: none"> ➤ The expected amount of available balance is equivalent to 600,000 yen for spring semester, 840,000 yen for fall semester, and 1,320,000 yen for a full academic year, as disposable cash. ➤ The statement must not be older than two months. ➤ Transaction report is not acceptable. ➤ If your bank can only issue an electronic document such as online summary, please have it signed by an authorized officer or stamped by your bank. ➤ The bank statement should indicate the name of the account holder and the account balance in local currency. ➤ The name of the sponsor and the account holder of the bank statement must match. <p>If you have any questions with regard to Bank Statement, contact us at cobincoming@rikkyo.ac.jp</p>
<p>6</p>	<p>Certificate of Japanese Language Proficiency (if applicable)</p> <p>If you have an official record of Japanese Language Proficiency Score (i.e. JLPT), please upload the latest score report.</p>
<p>7</p>	<p>Certificate of English Language Proficiency NOT REQUIRED</p> <p>Business students do not need to submit any English Language Proficiency score report. Please upload a blank document or any dummy document.</p>
<p>8</p>	<p>Copy of Passport</p> <p>If you hold Japanese citizenship, please upload an ID page from your Japanese passport. The Japanese Government will not be able to provide you with Exchange Student Visa. Please enter Japan with your Japanese passport.</p>

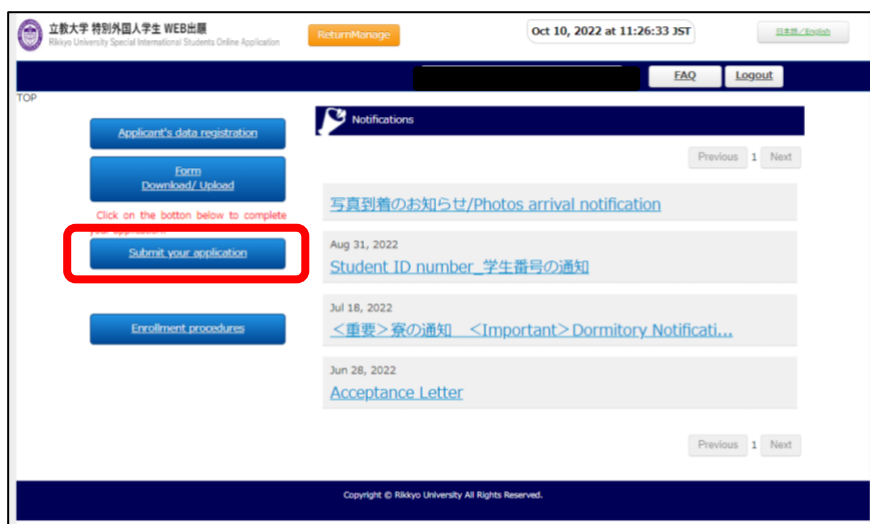
9 ID photo (aspect ratio 4:3)



- The photographs must not be older than **two weeks**.
- Please write your name and the home institution on the back of the photographs.
- If you have applied for RUCOB in the past, please refrain from reusing the same photographs from the previous application.
- It may take up to a couple of weeks for us to receive an international postal mail. We kindly ask you to send the mail as soon as possible.
- You can find the requirement for your ID photo [here](#).
- **In case the photo does not meet the requirement above, your application will be rejected.**

6) Step Six: Click “Submit your application” button

Once you complete uploading all of the documents, go back to the front page and click “Submit your application” on the left, otherwise we will not receive your application.



3. Student Visa

- Visa for exchange students in Japan consists of two parts; the first is **Certificate of Eligibility (COE)**, and the second is **Student Visa**.
- Once you are accepted to RUCOB, RUCOB will apply for COE as your sponsor at the Tokyo Regional Immigration Office. As soon as we receive your COE, we will send the COE to your home institution via postal mail.
- When you receive your COE, please start applying for your Student Visa at your nearest Japanese Embassy or Consulate. It may take up to 6-8 weeks for us to receive your COE, then up to 1-2 weeks for you to receive your Student Visa.

1) University-contracted Accommodations

- RU owns four dormitories and has one contracted apartment as below;

University-owned Dormitories;

Rikkyo University International Dormitory (RUID) Asakadai

Rikkyo University International Dormitory (RUID) Shiki

Rikkyo International Residence (RIR) Shiinamachi

Rikkyo Global House (RGH)

Contracted Apartment;

Comfort Ikebukuro (Extremely competitive due to the limited number of rooms)

- All of the rooms are single and furnished.
- A meal plan and bed linen rental service are available with additional fees*, and dormitory managers are stationed for any assistance students might need.
- “RIR Shiinamachi” comes with a meal plan automatically. Please be advised that meals are not provided at Rikkyo Global House (RGH) and Comfort Ikebukuro.
- Comfort Ikebukuro is highly competitive due to the limited capacity. We usually have a few rooms only per semester and almost all of the students who chooses Comfort Ikebukuro as their first choice will not be able to be assigned to it. We kindly ask for your understanding.
- The details and regulations of each accommodation are available [here](#). **Please make sure to read and understand the terms and conditions before applying.**

2) Private Housing

Because most of the private housings in Tokyo practice a minimum two-year contract, many exchange students choose to live in one of the university-contracted accommodations. However, if you would like to find your own accommodation, please let us know. RU International Office would be happy to offer you the list of possible housing agencies based on your request.

5. Notes

- 1) Exchange students (here at Rikkyo University, we call exchange students “Special international students”) cannot enroll in a degree program.
- 2) Partner institutions of College of Business must confirm their students’ eligibility to participate in the exchange program as stipulated by the terms of the exchange agreement with Rikkyo University before they submit the application.
- 3) Applicants must check to see if their desired area of study is available in the programs of College of Business or Graduate School of Business. Rikkyo University does not accept exchange applications for those who intend to solely study in the Japanese language program.
- 4) A substantial number of courses offered by College of Business and Graduate School of Business and “Japanese studies in English” are instructed in English, while all other regular courses are offered in Japanese, except language classes such as German, French etc. In order to enroll in regular academic courses offered in Japanese, students are recommended to have sufficient Japanese language proficiency. (Level N1 of the Japanese Language Proficiency Test or J6 level of the Rikkyo University placement examination).
- 5) Please keep in mind that certain courses are offered only on a year-long basis beginning in April and continuing into February of the following calendar year. Some classes are only open to students who arrive in April and not available for the ones who arrive in September.
- 6) Please note that some courses limit the number of students to be enrolled and may be only open for the students of a particular year.
- 7) Notification of admission will be sent from Rikkyo University to you via E-mail in the end of December for April admissions and in the beginning of June for September admissions.

6. Personal Information

Your personal information will be used for the purpose of; general support for the academic experience and student life at RU, application and screening, and admission and enrollment procedures, before and after your enrollment period.

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

7. Contact

Rikkyo University, College of Business, Graduate School of Business
International Business Program Office

Satomi TANIGUCHI (Ms.)
cobincoming@rikkyo.ac.jp
+81-3-3985-4241