

Revised as of July 1, 2015

| | | |
|---|--|---|
|  | <h1>RIKKYO UNIVERSITY</h1> <h2>立教大学</h2> |  |
| <h3>Organization for Global Initiatives – Information Sheet</h3> | | |

General Information

| | |
|--|---|
| Name of Institution | Rikkyo University |
| Foundation | 1874 (Private) |
| President | Prof. YOSHIOKA, Tomoya (吉岡 知哉) |
| Vice-President for International Advancement/ Director, Organization for Global Initiatives | Prof. YAMAGUCHI, Kazunori (山口 和範) Department of Business, College of Business |
| Student Numbers (as of May 2015) | |
| Undergraduate students | 19,481 (international students: 326) |
| Graduate students | 1,231 (international students: 245) |
| Total number of students | 20,712 (international students: 571) |
| Top 5 countries and regions Represented | 1) China: 267 2) Korea: 185 3) Taiwan: 18 4) USA: 13 4) France: 13 |
| Staff numbers (as of May 2015) | |
| Teaching staff and researchers | 2,282 |
| Full-time administrative staff | 312 |
| 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 | http://www.rikkyo.ac.jp/ (English) http://english.rikkyo.ac.jp/ (Korean) http://korean.rikkyo.ac.jp/ (Chinese) http://chinesegb.rikkyo.ac.jp/ |

Contact Office and Persons:

| | |
|---------|--|
| 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 – Contact Information | |
|---|---|
| Director | Prof. TO, Kokkei (杜 国慶) Department of Tourism, College of Tourism |
| Deputy Director | Prof. TANINO, Noriyuki (谷野 典之) Department of Intercultural Communication, College of Intercultural Communication |
| Assistants to the Director | Prof. LEE, Minjin (李 旻珍) Department of Sociology, College of Sociology |
| | Prof. CAPRIO, Mark E. (<i>until September 2015</i>) Department of Intercultural Communication, College of Intercultural Communication |
| Manager | KOAKUTSU, Mamoru (小塚 守) koakutsu@rikkyo.ac.jp TEL +81-3-3985-2807 / FAX +81-3-3985-2826 |
| Outbound Exchange & Study Abroad Coordinator | MAKINO, Nobuyuki (牧野 修之) m.nobuyuki@rikkyo.ac.jp <i>*ISEP Coordinator (outbound)</i> TEL +81-3-3985-2673 / FAX +81-3-3985-2826 |
| Inbound Exchange Coordinators | <i>Fall (September) admission</i> YOSHIDA, Tomoko (吉田 友子) |
| | <i>Spring (April) admission</i> MIZUKAMI, Aiko (水上 愛子) <i>*ISEP Coordinator (inbound)</i> E-MAIL rikkyo-inbound@rikkyo.ac.jp TEL +81-3-3985-2208 / FAX +81-3-3985-2826 |
| Education and Research Coordinator (Short-term study abroad programs) | KOBAYASHI, Minori (小林 美文) minorikobayashi@rikkyo.ac.jp TEL +81-3-3985-4555 / FAX +81-3-3985-2826 |
| Contact for international partnership agreement | KANNO, Katsuyoshi (菅野 勝義) kanno.katsuyoshi@rikkyo.ac.jp TEL +81-3-3985-4555 / FAX +81-3-3985-2826 |
| Homepage | http://english.rikkyo.ac.jp/support/international/ |

Academic Information:

| | | |
|------------------------|---|--|
| Undergraduate Colleges | <i>(Ikebukuro Campus)</i> - College of Arts - College of Business - College of Economics - College of Intercultural Communication - College of Law and Politics - College of Sciences - College of Sociology | <i>(Niiza Campus)</i> - College of Community and Human Services - College of Contemporary Psychology - College of Tourism |
| Graduate Schools | <i>(Ikebukuro Campus)</i> - Graduate School of Arts - Graduate School of Business - Graduate School of Business Administration (Business Design) - Graduate School of Christian Studies | <i>(Niiza Campus)</i> - Graduate School of Community and Human Services - Graduate School of Contemporary Psychology - Graduate School of Tourism |

| | | |
|-----------------------------|---|--|
| | <ul style="list-style-type: none"> - Graduate School of Economics - Graduate School of Intercultural Communication <i>(Intercultural Communication major and Language Science major)</i> - Graduate School of Law and Politics - Graduate School of Sciences - Graduate School of Social Design Studies - Graduate School of Sociology - Law School | |
| Restricted Faculties | <p><i>(Ikebukuro Campus)</i></p> <p>Law School: Exchange students cannot be enrolled.</p> <p>Graduate School of Business Administration (Business Design): 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 placement exam, the students are placed in the appropriate level ranging from J0 (beginner) to J8 (advanced). Student must be enrolled in the level which they are placed based on the result of the Japanese language placement test given during the orientation. | |
| Courses offered in English | While the primary language of instruction at Rikkyo University is <u>Japanese</u> , exchange students may take the classes in Japanese Studies in English program as well as some academic courses offered in English at College of Business and College of Intercultural Communication. Graduate School of Business now offers Master of International Business (MIB) program , which is totally offered in English (Homepage: http://www.rikkyo.ac.jp/mib/). | |
| Class Timetable | <p>Each class lasts 90 minutes and class hours are as follows.</p> <p>1st period: 9:00 a.m. - 10:30 a.m. 2nd period: 10:45 a.m. - 12:15 p.m. 3rd period: 1:15 p.m. - 2:45 p.m. 4th period: 3:00 p.m. - 4:30 p.m. 5th period: 4:45 p.m. - 6:15 p.m. 6th period: 6:30 p.m. - 8:00 p.m. 7th period: 8:15 p.m. - 9:45 p.m.</p> | |
| Academic Calendar (2015/16) | <p>Suggested arrival time: (Spring) March 24-25 (Fall) September 2-4 Orientation: (Spring) March 26-April 9 (Fall) September 9-19 Class Begin: (Spring) April 10 (Fall) September 20 Class End: (Spring) July 19, 2014 (Fall) January 23, 2015 Final Exam: (Spring) July 22-31, 2014 (Fall) January 24, 2015 – February 4, 2015</p> | |
| Transcripts | Transcripts are sent to home universities in the following schedule. If students need to obtain transcript copies for themselves, they must request the documents in advance at Academic Affairs Office before they depart from Japan. | |

| | |
|--|---|
| | <p>Please note that the requests to expedite the issuance of the <u>transcript cannot be considered unless we have specific agreement with our partner institutions:</u></p> <p>For exchange students who complete their studies in Fall semester (January): Transcripts are sent to home universities in <u>early April.</u></p> <p>For exchange students who complete their studies in Spring semester (July): Transcripts are sent to home universities in <u>early September.</u></p> |
|--|---|

Application

| | | |
|--|--|-------------------------------------|
| Required level of Language Proficiency/Language Requirements | <p>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.</p> <p>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.</p> | |
| 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 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, Certificate of Eligibility is 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 faculty member 6. Rikkyo University International Dormitory (RUID) Application Form 7. Original Academic Transcript issued by home university 8. Two face photographs | |
| Application Deadline | Spring 2016: November 15, 2015 | Fall 2016: March 31, 2016 |

Accommodation

| | |
|--|--|
| Rikkyo University International Dormitory (RUID) | Rikkyo University operates two buildings as Rikkyo University International Dormitory (RUID), RUID Asakadai and RUID Shiki. Both dorms are located in Tokyo's neighboring region of Saitama and within commutable distance from both Ikebukuro and Niiza campuses. Since rooms at RUIDs are limited, we highly recommend prompt application. |
| Rikkyo University International Residence (RIR) | In addition to two RUID buildings, Rikkyo University opens a new international dormitory, Rikkyo International Residence (RIR) in Siinamachi, Tokyo. RIR is located within close vicinity to Rikkyo's Ikebukuro campus and offers a comfortable living environment to exchange students. |

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 Certificate of Eligibility after their admittance to Rikkyo and must apply for student visa at the nearby Japanese Embassy / Consulate. Those who have Japanese citizenship (including dual citizenship) do not need to apply for 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. |
|--------------------------|--|

RUI Scholarship (Dorm Fee Waiver)

| | |
|---|---|
| Rikkyo University International Exchange Scholarship (RUI, dorm fee waiver) | Rikkyo University offers the RUI Scholarship to selected incoming exchange candidates as the form of <u>dorm fee waiver</u> (no direct deposit of funds). <u>The recipients are required to reside in one of the RUID or RIR buildings, either in Asakadai, Shiki or Shiinamachi.</u> |
|---|---|

Medical insurance

| | |
|---|--|
| National Health Insurance Plan (<u>required</u>) | 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 the 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 the 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 of the students in case of illness and injury. <u>Please keep in mind that the Student Plan does not extend coverage to dental care.</u> While it is no longer mandate for all the incoming exchange students, we strongly recommend the students to 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 case that 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 month |
| 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) as 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/>

ISEP Membership

As of July 2013, Rikkyo University joined International Student Exchange Program (ISEP) and opened itself to the new opportunities for the collaboration with other member institutions through ISEP-Exchange Program (including International-to-International exchange). For more information, please refer to Rikkyo University's institutional profile on the ISEP homepage:

http://www.isep.org/students/Directory/member_site.asp?CSID=86&ID=430

(*Note: Rikkyo University is not participating in the ISEP-Direct program at the moment

List of Partner Institutions (as of June 1, 2015)

| Area | Country/ Region | Universities | |
|-------------------------------|--|--|--------------------|
| Asia & Oceania | Australia | Australian National University | |
| | | La Trobe University | |
| | | Murdoch University | |
| | | University of New South Wales | |
| | China | East China Normal University | |
| | | Jilin University | |
| | | Nankai University | |
| | | Shanxi University | |
| | China (Hong Kong) | Chinese University of Hong Kong | |
| | Indonesia | Padjadjaran University | |
| | Korea | Ewha Womans University | |
| | | Korea University | |
| | | Sogang University | |
| | | Sungkonghoe University | |
| | | Yonsei University | |
| | New Zealand | Victoria University of Wellington | |
| Philippines | Ateneo de Manila University | | |
| | Trinity University of Asia | | |
| Singapore | Faculty of Arts and Social Sciences, National University of Singapore | | |
| Taiwan, R.O.C. | Fu Jen Catholic University | | |
| | National Chengchi University | | |
| Thailand | Chulalongkorn University | | |
| Europe | Belgium | KU Leuven | |
| | Finland | University of Turku | |
| | France | INALCO | |
| | | Université Jean Moulin-Lyon III | |
| | | Université Paris Diderot - Paris 7 | |
| | | Université Paris-Ést Marne-la-Vallée | |
| | Germany | Humboldt University of Berlin | |
| | | University of Bonn | |
| | | University of Marburg | |
| | | University of Tübingen | |
| | Ireland | University of Wuppertal | |
| | | Faculty of Humanities and Social Sciences, Dublin City University | |
| | | Netherlands | Leiden University |
| | | | Radboud University |
| | School of History, Culture and Communication, Erasmus University of Rotterdam | | |
| | Poland | University of Warsaw | |
| | Spain | University of Alicante | |
| | | University of Leon | |
| | | University of Salamanca | |
| | Turkey | University of Seville | |
| Sabanci University | | | |
| United Kingdom | University of Essex | | |
| | University of Sheffield | | |

| | | |
|----------------------------------|-----------------------------|---|
| North & South America | Canada | St. Mary's University |
| | | Faculty of Arts and Science, University of Toronto |
| | | Université du Québec à Montreal |
| | | Université de Sherbrooke |
| | United States | Beloit College |
| | | Cornell University |
| | | Kent State University |
| | | Linfield College |
| | | Mercy College |
| | | University of Chicago |
| | | University of the South |
| | | University of Virginia |
| | Western Michigan University | |
| Brazil | University of Saõ Paulo | |