

**Exchange Program Fact Sheet
Spring 2024 & Fall 2024
College of Business &
Graduate School of Business,
Rikkyo University
Tokyo, Japan**





About Rikkyo University

Rikkyo University, founded in 1874 by an American Episcopal-Church missionary priest, is one of the oldest and nationally recognized research universities in Japan. It has 10 colleges (Liberal Arts, Economics, Science, Sociology, Law, Tourism, Community & Human Services, Psychology, Intercultural Communication, and Business) offering both undergraduate and graduate programs (about 20,000 undergraduate and 900 graduate students).

Rikkyo University is located on two campuses: The Ikebukuro campus, located in the center of Tokyo, which is the home to College of Business and six other colleges, and the Niiza campus, about 30 minutes westward by train in the neighboring Saitama prefecture, which is home to the colleges of Tourism, Community & Human Services, and Psychology.

COB/GSB at a Glance

- Approximately 1,600 undergraduate and 100 graduate students in total. 10% are international students.
- Welcomes over 100 exchange students from all over the world annually.
- Offers a general business and management program focusing on courses in the areas of accounting & finance, marketing, international business, human resource management, and cross-cultural communication as well as numerous project-based courses.
- Has over 40 overseas partner institutions.
- 91% employment rate upon graduation.
- Located in the center of Tokyo.
- Has its own Buddy Program run by the student organization “COBBY.”



Academic Calendar for AY2024

Spring Semester

Term Dates: Early April to July 31, 2024*

Mandatory Orientation: End of March to early April

Fall Semester

Term Dates: Mid-September to February 4, 2025*

Mandatory Orientation: Early September to mid September

Semester dates will be confirmed in February, 2024.

* Term dates include final examination period.

Early Returns for Fall Semester (not applicable to Spring term)

If classes/registration for the following (new) term resume at the home institution before the final class at Rikkyo in January, it is possible to make special arrangements to leave Rikkyo after the final class in December. Certain restrictions apply. It is the responsibility of the student to check assessed grade penalty and/or requirements such as additional assignments before course registration and to submit an official request from the home university.

This special arrangement does not hold for courses offered by Master in International Business, other Colleges, courses offered in Japanese in the College of Business, and University General Curriculum courses. Hence, if students plan to leave in December, they should not enroll for these courses.



Applying to study at Rikkyo

The application process consists of two stages:

1. Nomination Process (by Partner Institutions)

Students must be nominated by the partner institution using the online nomination form. The link to the online nomination form is to be shared with partner institutions via email once the nomination is open.

The nomination period is:

Fall term: January 15th - March 15th (March 31st at the latest)

Spring term: September 1 - October 31st in the previous year (November 15th at the latest)

2. Applications (by Student Nominee)

After receiving a nomination from our partner institutions each student is sent the link to the online application system in order to complete their application.

Deadline for applications are:

Fall term: February 15th - March 15th (March 31st at the latest)

Spring term: October 1st - 31st in the previous year (November 15th at the latest)

Studying at Rikkyo

Language Requirements:

All courses are taught in either English or Japanese

English: No official English language proficiency score is required but a CEFER B2 level is strongly recommended.

Japanese: JLPT N1 is required in order to enroll in a business course taught in Japanese.

Workload per semester:

Exchange students require a minimum course load of 9~12 credits (up to 20 credits) per semester. One Business course is 2 credits, and one Japanese language course is worth 1 credit.

Contact Hours:

Most Business courses meet once a week for a 100-minute class session. Total contact hours for one Business course is 25 hours (100 min x 15 weeks).

Syllabus:

A list of courses is available [here](#).

Course registration:

Course registration takes place during the orientation after arrival.

Grading:

Grades are shown on transcripts on a five level range of: S (4.0), A (3.0), B (2.0), C (1.0), and D (0.0) where “D” is a failing grade. No “plus,” “minus” or fraction grades are used.

Transcript of Record:

Transcript of Record will be sent to partner institution office upon students’ completion of the exchange program.

Living in Tokyo

Housing

Exchange students can apply to stay at the Rikkyo University International Dormitory. Room availability is limited. For more information see: <https://sites.google.com/rikkyo.ac.jp/privatecompanies/home>

Medical Coverage

Travel Insurance: Exchange students are required to have a valid travel insurance policy issued within their home country.

Cost of Living

The average monthly living expense for international students in Tokyo is approximately ¥160,000 yen.

National Health Insurance Program (“*Kokumin Kenkou Hoken*”)

Exchange students are required to join the National Health Insurance Program as required under Japanese Immigration Law. The National Health Insurance will defray about 70% of the total cost of covered medical procedures. The

Insurance premiums are approximately ¥1,500 Japanese Yen per semester.

Rikkyo Student Mutual-Aid Health Insurance

Exchange students are welcome to join an additional student insurance organized by the Japan University Union. This insurance will defray the 30% of total medical costs which, combined with the National Health Insurance Program effectively assures students of complete medical coverage. The Insurance premiums are approximately ¥1,750 Japanese Yen per semester.

Student Visas

All non-Japanese nationals must apply for a student visa prior to arrival. After notification of acceptance by Rikkyo, students must wait to receive their Acceptance Letter and Certificate of Eligibility, and then use them to apply for a student visa at their nearest Japanese Embassy or Consulate.

Students who enter Japan with a tourist visa and attempt to apply for a student visa while residing in Japan will not be supported. There is no guarantee that the Japanese Immigration Bureau would grant student visas in such as case.

FAQs

Q: How many courses do I have to take?

A: Exchange students are required to have at least 10 contact hours per week. Examples are; 1) 6 Business courses, 2) a combination of 3- day-per-week Japanese language courses and 3 Business courses, or 3) a combination of 5-day-per-week Japanese language courses and 1 Business course.

Q: Can I take Japanese language courses?

A: Yes. We have 9 different levels of courses. For those who have never studied Japanese before, we recommend “J0” course. For J0 course, you can choose either three-day-per-week (3 credits) course or five- day-per-week (5 credits) course. Placement test is required in order to enroll in the courses.

Q: When do I register courses?

A: Course registration takes place during the orientation after your arrival at Rikkyo. You will have a week of “try and see” period and finalize courses.

Q: Can I add/drop a course in the middle of a semester?

A: No, we do not have add/drop system.

Q: What type of teaching methods are used?

A: Lecture and Seminar. Typically, reading, discussion, presentation, the undertaking of a group and/or individual project and other means of class participation are required.

Q: Do I need Japanese to be accepted?

A: No, Japanese is not required but it will be helpful if you know a few words.

Q: Is pick-up service available from airport?

A: No, we do not offer pick-up service. Public transportation is well developed in Tokyo!

Q: Where is the main campus?

A: It is located in Ikebukuro, less than 20 min from lively areas such as Shinjuku, Shibuya, and Harajuku.

Contact

Director

Agreements & Partnerships

Dr. Nobuya Takezawa

takezawa@rikkyo.ac.jp

Exchange Program (Bachelor/Master)

Inbound program

(from partner institutions to RUCOB/GSB)

Satomi Taniguchi (Ms.)

cobincoming@rikkyo.ac.jp

Outbound program

(from RUCOB/GSB to partner institutions)

Satomi Taniguchi (Ms.)

coboutgoing@rikkyo.ac.jp

Double-Degree Program (Master)

Inbound/Outbound program

Hiromi Ikemoto (Ms.)

mib@rikkyo.ac.jp



Postal/Visiting Address

Rikkyo University, College of Business
3-34-1 McKim Hall 611
Nishiikebukuro, Toshima-ku
Tokyo 171-8501
JAPAN