Academic Year 2020

Rikkyo University

Guidelines for Entrance Exam for International Courses
(Fall Round Selection)

Global Liberal Arts Program (GLAP)

(Undergraduate 1st Year)

RIKKYO UNIVERSITY
Rikkyo University Admissions Policy

Rikkyo University seeks students who endorse Rikkyo University's Mission, its educational philosophy, and purpose of education; are willing to learn proactively in both the regular curriculum and extra-curricular education; and possess the necessary qualities and abilities to complete a bachelor's degree program in four years. With the aim of welcoming diverse students and encouraging them to learn from each other, we offer a range of admission methods, including: the general entrance examination (individual colleges/all colleges), admission using the score of the National Center Test for University Admissions, admission by recommendation by designated school, admission following recommendation by partner school, admission based on self-referral, Entrance Exam for International Courses, Entrance Exam for Athletes, Entrance Exam for Returnees, Entrance Exam for International Students, and Entrance Exam for Adult Students. For details of the Rikkyo University Admissions Policy, see https://www.rikkyo.ac.jp/about/disclosure/educational_policy/.

Rikkyo University Entrance Exam for International Courses

The Rikkyo University Entrance Exam for International Courses is intended to select students who wish to study in courses, such as a course for nurturing people who will be able to contribute to the global community and a course in which students can obtain the credits required to graduate entirely in English.

Handling of Personal Information

Your name, address, and any other personal information that you provide in the application and enrollment procedures will be used only for 1) conducting entrance exams (processing applications and conducting exams), 2) making announcement of final results, and 3) undertaking enrollment procedures, and any other matters that are incidental to those operations. All necessary and appropriate controls will be implemented to ensure that there is no divulging, leaking, or unauthorized use of such personal information. All or some of the above operations may be performed by an entity that has been contracted by Rikkyo University to do so (“Contracted Entity”). In such cases, all or some of the personal information you have provided may be provided to the Contracted Entity. In the outsourcing of these operations, an agreement that includes confidentiality provisions will be concluded and the entity contracted to perform the operations will be obligated to put rigorous controls in place regarding information and not to use the information for any purpose other than the contracted operations. Personal information will be statistically processed to make individuals unidentified and be used for data in a study and research for selection of enrolling students in Rikkyo University. Please note that some of the personal information and the results of the entrance exams of enrolled students will be registered in the University’s student information database and used for student consultation and guidance after enrollment.

For the Rikkyo University Privacy Policy, see https://www.rikkyo.ac.jp/privacypolicy/.

Special Measures for Examinees from Regions Affected by Large-scale Natural Disasters (Major Disasters)

In the event that an examinee has been affected by a large-scale natural disaster (major disaster), Rikkyo University may apply special measures to provide financial assistance, in consideration of the student’s situation. Details of these measures will be posted on the Rikkyo University website. Please check the website before applying for assistance.

Rikkyo University website: https://www.rikkyo.ac.jp/campuslife/support/scholarship/aid_undergraduate.html/
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<Documents to be downloaded from Rikkyo University website for submission *University-specified forms> https://www.rikkyo.ac.jp/admissions/undergraduate/guidelines/

    Statement of Purpose
    Title page of the short essay assignment (College of Intercultural Communication applicants only; not required for Global Liberal Arts Program (GLAP) applicants)
    Statement of Academic Background (only for applicants undergoing eligibility check)
    Request for Return of Original Certificates (only for those who request it)

<Documents to be downloaded from Rikkyo University online application system for submission *University-specified forms> https://ientry4.jp/Rikkyo/index.aspx

Application Form
Cover page for application envelope

Points of Contact
<table>
<thead>
<tr>
<th>Entrance exams in general</th>
<th>Admissions Office</th>
<th>TEL: 03-3985-3293</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic fees</td>
<td>Accounting Office, Finance Division</td>
<td>TEL: 03-3985-2237</td>
</tr>
</tbody>
</table>

Hours
<Mon. – Fri.> 9:00 a.m. to 5:00 p.m. (JST)
<Sat.> 9:00 a.m. to 12:30 p.m. (JST)
<Sun., public holidays> Closed

*The following special summer-vacation hours will apply from August 1 to September 19, 2019.
<Mon. – Fri.> 9:00 a.m. to 4:00 p.m. (JST)
<Sat., Sun., public holidays, and Aug. 13 – Aug. 21> Closed
1. Steps Leading to Entrance Exams

(1) **Check entrance exam information**

Programs Seeking Students and Number of Students to Be Admitted

Program Overview

Application Requirements

Eligibility Check (Only for students from schools other than senior high schools in the Japanese education system)

Important Dates in Entrance Exam Schedule

(2) **Application**

Applications are to be submitted online. Be certain to enter the required information in the online application system.

After you have done that, pay the application fee and send a set of application documents by post within the application period.

- Check and prepare application documents
- Enter the application information
- Register a portrait photograph
- Pay the application fee
- Post the application documents

(3) **Obtaining Examination Admission Tickets**

After you have sent your application documents by post, they will be checked to ensure that they are all in order. Your application will then be formally accepted and the application procedure will be complete. After that, your Examination Admission Ticket will be issued on the online application system.

* **Examination Admission Tickets will not be sent by post.**
  - Print your Examination Admission Ticket

(4) **Announcement of First-Round Screening Results (Document Screening)**

Based on the submitted documents, your high school academic grades, qualifications and skills, and reasons for applying will be comprehensively assessed. To applicants who have passed the Screening, Successful Applicant Letters of the First-Round Screening (Document Screening) will be sent by express post on Monday, October 28, 2019. A list of examinees’ numbers of successful applicants will also be posted on the University website.

(5) **Payment of Second-Round Screening Application Fee (successful applicants of the First-Round Screening)**

- 3 -
Successful applicants of the First Round Screening must pay the Second Round Screening Application Fee at a financial institution within the required period, using the Bank Transfer Slip enclosed with the Successful Applicant Letters of the First Round Screening (Document Screening).

(6) Preparing for the Entrance Exam Day ____________________________ P. 24 – 27
The Entrance Exams will take place at the Rikkyo University Ikebukuro Campus (refer to the access map on P. 33).
Carefully read the Notes on Taking the Second Round Screening Exam and check the time and assembly location, etc.

(7) Day of Exam
Be sure to bring the Examination Admission Ticket you have previously printed out from the online application system.

2. Programs seeking students and number of students to be admitted

<table>
<thead>
<tr>
<th>Colleges, Departments and Programs</th>
<th>Number of students to be admitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Liberal Arts Program (GLAP)</td>
<td>12</td>
</tr>
</tbody>
</table>

Notes:
1) Applicants may only apply for one department/program. Applicants are not allowed to apply for more than one department/program for the Entrance Exam for International Courses (in the Fall Round selection).
2) The Global Liberal Arts Program (GLAP) will also call for applications in the Entrance Exam for International Courses (in the Spring Round selection). The above number of students to be admitted is for the Fall Round selection. A small number of students will be admitted in the Spring Round selection.
Applicants who do not pass the Entrance Exam for International Courses (in the Fall Round selection) may apply for the Global Liberal Arts Program (GLAP) in the Entrance Exam for International Courses (in the Spring Round selection).
3) Applicants may concurrently apply for the College of Intercultural Communication and Global Liberal Arts Program (GLAP) may be made concurrently with the admissions based on self-referral (excluding College of Intercultural Communication [Method B]). Applicants for the College of Sociology may concurrently apply for admissions based on self-referral (College of Intercultural Communication [Method B]). For those who submit concurrent applications, please refer to the separate guidelines Academic Year 2019 Entrance Exam Guidelines for Admissions Based on Self-Referral.
* Please check the table below to determine if concurrent applications for admissions based on self-referral and the Entrance Exam for International Courses (in the Spring Round selection) are allowed.

4) Applicants may also apply concurrently for the general entrance examination and Admission Using the Score of National Center Test for University Admissions.

(Table) Availability of concurrent application opportunities for admissions based on self-referral and the Entrance Exam for International Courses (in the Spring Round selection)

<table>
<thead>
<tr>
<th>College of Arts, College of Economics, College of Science, College of Law and Politics, College of Tourism, College of Community and Human Services, College of Business, College of Contemporary Psychology, College of Intercultural Communication [Method A]</th>
<th>College of Intercultural Communication [Method B]</th>
<th>GLAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Sociology</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>College of Intercultural Communication</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>GLAP</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
3. Program Overview

<table>
<thead>
<tr>
<th>Program</th>
<th>Course Name</th>
<th>Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Liberal Arts Program (GLAP)</td>
<td></td>
<td>The Global Liberal Arts Program is a program (course) to learn liberal arts, which have been cultivated by Rikkyo University, in English, and to nurture global leaders who will think spontaneously and live in harmony with the people of the world. Admitted students will be enrolled in the Global Liberal Arts Program (GLAP) for four years. All classes are taught in English as a general rule. With only about 20 students admitted per year, it offers an educational environment that delivers highly personalized guidance. Students enrolling in GLAP must have a level of English proficiency that would enable them to take classes at an overseas university (undergraduate). Student who graduate from the program will be called graduates of the Global Liberal Arts Program and conferred the degree of Bachelor of Arts.</td>
</tr>
</tbody>
</table>

Please contact below for details of the curriculum.

Global Liberal Arts Program (GLAP)

Office for the Global Liberal Arts Program (TEL: 03-3985-4612)
4. Application Requirements

| Global Liberal Arts Program (GLAP) Application Requirements |

Applicants must satisfy all of qualifications listed in 1 to 3 below.

1. Applicants must fall under one of the subitems (a) to (c) below:
   (a) Graduated, or expecting to graduate by March 2020, from a senior high school (including the upper curriculum of a secondary education school; same applies below);
   (b) Completed, or expecting to complete by March 2020, twelve years of school education under a regular curriculum; or
   (c) Recognized, or expecting to be eligible for recognition by March 31, 2020, as having academic ability equal to or above that of a senior high school graduate, pursuant to Article 150 of the Ordinance for Enforcement of the School Education Act.

2. Applicants must have strong motivation to study in the Global Liberal Arts Program.

3. Applicants must fall under one of the subitems (a) to (i) below:
   (a) Cambridge English Qualifications score of 160 points or higher.
   (b) EIKEN Test in Practical English Proficiency CSE 2.0 score of 2,600 points or higher (both conventional and EIKEN CBT exams are acceptable).
   (c) GTEC [4 Skills] (official scores only) score of 1,190 points or higher.
   (d) GTEC CBT score of 1,160 points or higher.
   (e) IELTS (Academic Module) Overall Band Score of 5.5 or higher.
   (f) TEAP (Reading/Listening+Writing+Speaking) score of 309 points or higher.
   (g) TEAP CBT score of 600 points or higher.
   (h) TOEFL iBT score of 72 points or higher.
   (i) The sum of the TOEIC S&W score multiplied by 2.5 and the TOEIC L&R score is 1,560 points or higher (neither can be IP tests). [L&R + (S&W x 2.5) = 1,560 or more]

*All scores obtained for tests taken after November 1, 2017 are valid.

For the EIKEN Test in Practical English Proficiency, scores obtained from secondary exams taken after November 1, 2017 will be valid.

Further information on Application Qualification 1 (c) of the Global Liberal Arts Program:
(1) Those who completed, or expect to complete by March 31, 2020, a twelve-year school education curriculum outside Japan. Or, those who are designated as equivalent to these by the Minister of Education, Culture, Sports, Science and Technology.
(2) Those who completed or expect to complete by March 31, 2020, a curriculum at an overseas educational institution authorized by the Minister of Education, Culture, Sports, Science and Technology as equivalent to the curriculum of a senior high school in Japan.
(3) Persons who completed on or after a date specified by the Minister of Education, Culture, Sports, Science and Technology, or expect to complete by March 31, 2020, an advanced curriculum at a vocational school designated separately by the Minister of Education, Culture, Sports, Science and Technology (limited to curricula of three or more years in duration and satisfying other conditions specified by the Minister of Education, Culture, Sports, Science and Technology).
(4) Those who are designated by the Minister of Education, Culture, Sports, Science and Technology.
(5) Those who passed, or expect to pass by March 31, 2020, the Upper Secondary School Equivalency Examination pursuant to the Regulations on Upper Secondary School Equivalency Examinations (including the former University Entrance Qualification Examination).
(6) Those who entered a university pursuant to the provisions of paragraph 2 of Article 90 of the School Education Act, and judged by Rikkyo University to have the appropriate academic ability to undertake education at university level.
(7) Those who are recognized by Rikkyo University, or expect to be recognized by March 31, 2020, as having academic ability equivalent to a senior high school graduate, and attaining the age of 18 years by March 31, 2020.
[Notes Regarding Application Requirements]

1) If an successful applicant who took the entrance examination with the eligibility of “expecting to” in Application Qualification 1 fails to meet the qualification required by the application requirements by March 31, 2020, enrollment will not be permitted.

2) Academic reports are to be certified by the Principal of the applicant’s school and submitted in a sealed envelope.
   • For applicants who are expecting to graduate from a senior high school (those who are taking the entrance examination while still in a senior high school)
     For a senior high school adopting a three-term school year, please submit an academic report that shows grades for up to the first term of third year. For a senior high school adopting a two-semester school year, please submit an academic report that shows grades for up to the first semester of third year.
     However, for a two-semester senior high school which cannot finalizes the grades for the first semester of third year within the application period, application requirements will be checked based on an academic report showing the applicant’s grades until the end of second year. In such cases, please state clearly, in the Comments section, that the grades for the first semester of third year will not be finalized within the application period and mark the subjects studied in first semester of third year with an asterisk (*) or otherwise.
   • For senior high school graduates (those who are taking the entrance examination after having graduated from a senior high school)
     Please submit an academic report issued after graduation, which shows all grades obtained before the end of third year.
   • If the student has received credit for studying abroad, please submit the original copies of any certificates concerning grades and attendance issued by the foreign high school, or a Certified True Copy of such documents. If the certificates are in a language other than Japanese or English, please submit a Japanese or English translation along with the original documents. Translation and certification by an official body is not required.

3) For Certificates of Qualifications Obtained, please see the Notes on Application Documents (P. 12 – 14) in 6. Application Documents and the explanation of Certificates of Qualifications Obtained for the course(s)/program(s) you are applying to.

4) For more information regarding application requirements, please contact the Admissions Office (TEL: 03-3985-3293  E-mail:admissions@rikkyo.ac.jp).

[Notes on Application Requirements]

1) TOEFL and TOEIC are registered trademarks of the Educational Testing Service (ETS). This publication has not been examined by nor received approval from ETS.

2) “TOEFL iBT® Test” is referred to as “TOEFL iBT” in these Guidelines. “TOEIC® Listening & Reading Test” and “TOEIC® Speaking & Writing Tests” are referred to as “TOEIC L&R” and “TOEIC S&W” respectively in these Guidelines.
Eligibility Check (Only for students from schools other than senior high schools in the Japanese education system)

Applicants to whom the following conditions apply will first undergo an eligibility check prior to application.

For any questions, please contact the Admissions Office in advance. (TEL: 03-3985-3293 E-mail: admissions@rikkyo.ac.jp)

Target persons: Students from schools other than senior high schools in the Japanese education system

Deadline for submission: Must be received on or before Friday, 30 August, 2019

* If submitting from outside Japan, please submit the request well in advance.
* Since the eligibility checks require one to two weeks to complete, requests will not be accepted during the application period.

(1) Documents to be submitted (Where necessary, documents other than those listed below may be requested.)

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic transcript from senior high school</td>
<td>A document that lists grades for the entire period of senior high school, date of enrollment and date of graduation. The originals are to be submitted.</td>
</tr>
<tr>
<td>Certificate of Graduation (Expected Graduation)</td>
<td>Those who have graduated shall submit the Certificate of Graduation. The originals are to be submitted. *If a grade has been skipped or graduation has been accelerated, please also submit a certificate that attests to that fact.</td>
</tr>
<tr>
<td>Senior high school brochure</td>
<td>This should contain information on your school’s curriculum, grade assessment criteria and methods, and other details. Besides a brochure, a printed copy of the school’s website is also acceptable.</td>
</tr>
<tr>
<td>Statement of Academic Background</td>
<td>University-specified form (download from the address below), with the required details entered. <a href="http://www.rikkyo.ac.jp/admissions/undergraduate/guidelines/">http://www.rikkyo.ac.jp/admissions/undergraduate/guidelines/</a></td>
</tr>
</tbody>
</table>

Notes:

1) For certificates, please submit “the originals” in principle. If submitting a copy, please submit a Certified True Copy (a copy that has been certified by your school to be a true and accurate reproduction of the original).
   * For details on how to produce a Certified True Copy (a copy that has been certified by your school to be a true and accurate reproduction of the original), please refer to Notes on Application Documents (P. 13) in 6. Application Documents.

2) If certificates from your school are written in a language other than Japanese or English, please submit a Japanese or English translation together with the originals of the certificates. Official certification of such translations is not necessary.

3) If you also wish to undergo an eligibility check for an admission based on self-referral, concurrent check will be available. You may submit only a set of documents. However, please state clearly in the required fields of the Statement of Academic Background which program you wish to apply to for each entrance exam type.
(2) Submission Method
Place the documents in an envelope and send them by express post, recorded delivery (*kan'i kakitome*), to the following address.

| Entrance Exam for International Courses (Fall Round selection) Eligibility Check Staff, Rikkyo University Admissions Office |  
| 3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo, 171-8501 |

(3) Method of Informing Eligibility Check Results and Application Procedures
We will directly inform you of the eligibility check results (whether or not you are eligible to apply) by telephone or by e-mail to the contact information provided in the Statement of Academic Background, along with a receipt number. For those who are determined to be eligible to apply, please undertake the required application procedures within the application period. When doing so, there is no need to resubmit any application documents that you have already submitted for your eligibility check (high school academic transcripts and Certificate of Graduation (Expected Graduation)). When you send your application documents, please state “Eligibility Check Completed” and the receipt number you were given when you were informed of your eligibility check result in the top right corner of the Application Form. If you concurrently requested an eligibility check for an admission based on self-referral, and were determined to be eligible for both, please enclose a similar note in each of the envelopes containing your applications.
## 5. Important Dates in Entrance Exam Schedule

<table>
<thead>
<tr>
<th>Eligibility Check</th>
<th>Global Liberal Arts Program (GLAP) Until Friday, August 30, 2019 Only for students from schools other than senior high schools in the Japanese education system (see P. 9)</th>
</tr>
</thead>
</table>
| **Application Period** | Online application period : Thursday, September 26, 2019 – Wednesday, October 2, 2019 Deadline for sending documents : Wednesday, October 2, 2019*     
* Applications sent from within Japan will be accepted if postmarked with the date of the deadline.  
* Applications sent from outside Japan must be received by on or before the deadline. |
| **Issuance of Examination Admission Tickets** | Thursday, October 17, 2019 |
| **First-Round Screening (Document Screening) Announcement of Results** | Monday, October 28, 2019 |
| **Second-Round Screening Payment Period** | Tuesday, October 29, 2019 – Tuesday, November 5, 2019 Payments stamped for receipt by the financial institution on the date of the deadline will be valid. |
| **Second-Round Screening Announcement of Results** | From 10:30 a.m. on Sunday, November 17, 2019 |
| **Enrollment Procedures First Round of Enrollment Procedures Period** | [First Announcement of Final Results] 11:00 a.m. on Monday, December 2, 2019  
[Second Announcement of Final Results] 11:00 a.m. on Friday, December 13, 2019  
[Students Admitted in First Announcement] Monday, December 2, 2019 – Tuesday, December 10, 2019  
[Students Admitted in Second Announcement] Friday, December 13, 2019 – Friday, December 20, 2019 |
| **Second Round of Enrollment Procedures Period** | Monday, January 27, 2020 – Friday, February 7, 2020 |

**Notes:**

1) The exam will take place at the Ikebukuro Campus (refer to the campus access map on P. 33).

2) Specific testing venues will be advised with signs and by guides on the day of the exam. Examinees may enter the campus from 9:30 a.m. on Sunday, November 17. For details, refer to Section 8. Screening Methods and Announcement of Results (P. 24 – 27).

3) The second announcements of final results for the Global Liberal Arts Program (GLAP) is for the purpose of filling in enrollment vacancies and there is no guarantee that successful applicants will be announced. The announcement may only be “None Applicable.”
6. Application Documents

[Notes Regarding Application Documents]

(1) Submission of Certificates of English Qualifications

1) For certificates of English qualifications or certification examinations, please submit the original or a Certified True Copy (a copy that has been certified by your school to be a true and accurate reproduction of the original). Please read the following page carefully before preparing a Certified True Copy (a copy that has been certified by your school to be a true and accurate reproduction of the original).

* Print-outs of scores confirmed on the website of the testing organization (Including the Test Taker Score Report, which can be downloaded from “My Home Page” on the TOEFL website) will not be recognized as the originals. Please make sure you submit a certificate mailed by the testing organization. In order to confirm that all the necessary documents are present at the time of application, certificates sent directly to Rikkyo University by the testing organization will not be recognized as part of application documents.

2) For certificates of English qualifications or certification examinations used to certify eligibility to apply, “scores/grades achieved in exams taken on or after November 1, 2017” will be eligible. However, for EIKEN, a different eligible period will apply to those who successfully passed the first stage examination and are exempt from taking the first stage exam. For details, please check the explanations of Certificates of Qualifications Obtained for the college(s)/program(s) to which you are applying.

3) “GTEC [4 Skills]” refers to the Official GTEC 4 Skills Certification Exam conducted by the Global Test of English Communication on specific dates. Only the Official Score Certificate obtained for the Official Exam will be eligible.

4) For GTEC CBT, those who have taken the GTEC CBT Type conducted in 2018 should submit their GTEC CBT Score Report. GTEC (4 Skills Edition) Official Score Certificate will not be acceptable.

5) For TOEIC, scores for all four skills, namely the scores for both TOEIC L&R and TOEIC S&W must be submitted. If you only have the score only for one of these tests (two skills), this will not meet the application requirements and you cannot submit the score.
About Certified True Copies (copies that have been certified by applicant’s school to be a true and accurate reproduction of the original):

Please prepare Certified True Copies according to Procedures A through C below.

**Procedure A**: Applicant obtains the original certificate and makes a request to his/her school.
1. Obtain the original certificate of the English qualification or certification examination that will prove eligibility to apply.
2. Submit the original to the school and request to prepare a Certified True Copy according to Procedure B.

**Procedure B**: School prepares a Certified True Copy (copy that has been certified by applicant’s school to be a true and accurate reproduction of the original)
3. After confirming that the document submitted by the applicant is the original of the certificate of English qualification or certification examination, photocopy (either color or B&W is acceptable) of the document.
4. In a blank space on the copy, write the words “I certify that this is a true and accurate reproduction of the original” (use of a rubber stamp, etc. is acceptable; use of erasable ink is not acceptable), and affix an official stamp of the school (e.g. Principle’s seal; personal seals of the person preparing the Copy, etc. are not acceptable).

* For high schools that are not based on the Japanese education system, if the school does not have an official mark or seal, it is acceptable if the principal or person in charge signs the form.
* If the school cannot provide a Certified True Copy due to being overseas, etc., the original copy can be verified by Rikkyo. Bring the original documents to the Admissions Office (Ikebukuro Campus) prior to the application period, or enclose the following request (2) when submitting the application.

**Procedure C**: Send the document by post with other application documents
(2) **Return of certificates**
Application documents, once submitted, will not be returned. However, they will be returned under specific situations and if a request is made according to the specified procedure. Please note that it will take around two weeks to return your documents after receipt of the application documents. After submitting your application, you cannot apply to have the certificates returned.

For details, refer to [http://s.rikkyo.ac.jp/20return](http://s.rikkyo.ac.jp/20return)

(3) **When the name on the Academic Report and Certificates differs from your current name**
Please attached a copy of an official document certifying the name change (e.g. extract from a household register, etc.) The document submitted will not be used for any other purpose than to confirm that the documents refer to the same person.
As a general rule, only those names listed on the certificate of residence (maiden name / alias) will be accepted if the applicant wishes to use such after admission. Please refer to the guide to enrollment procedures for details, which will be made available after becoming eligible to apply.

(4) **How to amend documents**
1) Application Form
If you find any errors in the complete application form downloaded from the online application system, please mark these errors and make the necessary corrections using a red ballpoint pen (erasable ink cannot be used).

2) Statement of Purpose / Short Essay Assignment
If you have made any errors in your Statement of Purpose or Short Essay Assignment, use correction fluid or correction tape, etc. to correct the error(s) and write neatly over the corrected part(s).
Global Liberal Arts Program (GLAP)

(1) **Application Form**

Download the Application Form after entering the required information in the online application system. When entering the information, carefully read the instructions provided in 7. Entering Application Information (P. 19) and in the online application system menu.

Fill out the form using a ballpoint pen with black or blue ink (erasable ink cannot be used).

(2) **Statement of Purpose (University-specified form) Download from the University website**

Using the form specified by the University, sum up in two pages what and how you want to learn after enrollment, describing your achievements and things you have concentrated on to date, in either Japanese or English.

(3) **Academic Report**

1) For applicants who are expecting to graduate from senior high school (those who are taking the entrance examination while still in high school)

   Academic Reports are to be certified by the Principal of the applicant’s school and submitted in a sealed envelope. For a senior high school adopting a three-term school year, please submit an academic report that shows grades for up to the first term of third year. For a senior high school adopting a two-semester school year, please submit an academic report that shows grades for up to the first semester of third year.

   However, for a two-semester senior high school which cannot finalizes the grades for the first semester of third year within the application period, application requirements will be checked based on an academic report showing the applicant’s grades until the end of second year. In such cases, please state clearly, in the Comments section, that the grades for the first semester of third year will not be finalized within the application period and mark the subjects studied in first semester of third year with an asterisk (*) or otherwise.

2) For senior high school graduates (those who are taking the entrance examination after having graduated from a senior high school)

   Academic Reports are to be certified by the Principal of the applicant’s school and submitted in a sealed envelope. Please submit an academic report issued after graduation, which shows all grades obtained before the end of third year.

3) For applicants who have passed the Upper Secondary School Equivalency Examination (including those who have passed the University Entrance Qualification Examination before it was abolished), please submit a passing certificate with grades. For those who are expecting to pass the examination, please submit a certificate of expected passing with grades.
Notes (Applicable for both 1) and 2) above):

- If you have received credit recognition for study abroad, please also submit the original or Certified True Copy (a copy that has been certified by your school to be a true and accurate reproduction of the original) of a “Certificate of Grades and Enrollment Status” issued by the overseas high school. If the certificate is in a language other than English or Japanese, please submit an English or Japanese translation together with the original certificate. Translation and certification by an official body is not required.

- If you have transferred from other high school(s), please also submit the original or a Certified True Copy (a copy that has been certified by your school to be a true and accurate reproduction of the original) of the Academic Report/Academic Transcript, etc. for each school, to show the grades and enrollment history of each school from the first year of senior high school.

* For details on how to produce a Certified True Copy (a copy that has been certified by your school to be a true and accurate reproduction of the original), please refer to Notes on Application Documents (P. 13) in 6. Application Documents.

(4) Certificates of Qualifications Obtained

1) For the below-listed certificates of English qualification or certification examination that will prove eligibility to apply, please submit the original or a Certified True Copy (a copy that has been certified by your school to be a true and accurate reproduction of the original). For details on Certified True Copies (a copy that has been certified by the school to be a true and accurate reproduction of the original), please refer to Notes on Application Documents (P. 13) in Section 6. Application Documents.

* Print outs of scores that can be checked on the website of a testing organization will not be accepted as an original copy (Including the Test Taker Score Report, which can be downloaded from “My Home Page” on the TOEFL website). Additionally, to ensure that all required documents are present at the time of application, certificates submitted directly to the university from a testing organization will not be accepted.

2) Scores obtained from exams taken after November 1, 2017 will be valid.

* Since it takes time for certificates to be issued depending on the English qualification/test, please make sure you prepare the certificates in advance.

3) Those with multiple scores defined in the application conditions may submit multiple certificates, however, scores from different test periods cannot be combined.

4) If the name on a certificate differs from your current name, please attach an official document (such as a family register) as proof that your name has been changed.
<table>
<thead>
<tr>
<th>English Qualification/Test</th>
<th>Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cambridge English Qualifications*¹</td>
<td>Certificate or Certifying Statement of Results</td>
</tr>
<tr>
<td>EIKEN Test in Practical English Proficiency*²</td>
<td>One of the following: a certificate of passing (in either English or Japanese), or a certificate showing your EIKEN CSE score</td>
</tr>
<tr>
<td>GTEC [4 Skills]*³</td>
<td>OFFICIAL SCORE CERTIFICATE</td>
</tr>
<tr>
<td>GTEC CBT*⁴</td>
<td>Score Report</td>
</tr>
<tr>
<td><strong>Nov. 2017 and Mar. 2018 tests only</strong></td>
<td>(Refer to *⁵ below if you received an OFFICIAL SCORE CERTIFICATE)</td>
</tr>
<tr>
<td>IELTS (Academic Module)</td>
<td>Test Report Form</td>
</tr>
<tr>
<td>TEAP (Reading/Listening+Writing+Speaking)</td>
<td>OFFICIAL SCORE REPORT</td>
</tr>
<tr>
<td>TEAP CBT</td>
<td>OFFICIAL SCORE REPORT</td>
</tr>
<tr>
<td>TOEIC L&amp;R and TOEIC S&amp;W (IP tests will not be accepted)*⁸</td>
<td>Either the Test Taker Score Report*⁷ or Examinee Score Report</td>
</tr>
</tbody>
</table>

[Note]

*¹ Even if you have not passed a particular test, application is still possible if you meet the score criteria.

*² For the EIKEN Test in Practical English Proficiency, scores obtained from secondary exams taken after November 1, 2017 will be valid. Even if you did not pass the grade taken, application is still possible if you meet the score criteria (however, if you meet the criteria only with the score obtained from the primary exam, you will still need to take the secondary exam). Your individual grade by itself does not count as a certificate, so make sure to obtain an “EIKEN CSE Score certificate”.

*³ For those who took the “GTEC CBT type” test in July/November 2018, a “Score Report” was issued but this cannot be used. Please submit the GTEC [4 Skills] “OFFICIAL SCORE CERTIFICATE”.

*⁴ “Score Report” score received for the tests conducted in November 2017 and March 2018.

*⁵ If you applied to the testing organization and received an “OFFICIAL SCORE CERTIFICATE”, you are eligible for the GTEC [4 Skills] score and must meet the score criteria for GTEC [4 Skills].

*⁶ While “MyBest™ Scores” will be introduced and displayed in the score report from August 2019, only the “Test Date Scores” are used by Rikkyo. “MyBest™ Scores” cannot be used.

*⁷ Test Taker Score Reports displaying your score that are printed out from “My Home Page” will not be accepted. Please submit a score report mailed by the testing organization.

*⁸ For TOEIC L&R and TOEIC S&W, if you do not have both scores (all 4 skills) you will not meet the application requirements. If you only have one score (2 skills), you cannot submit your score.
7. Application Procedures

Please follow the application procedures given below.

1. Access the online application system (https://ientry4.jp/Rikkyo/index.aspx), enter the information required for the application without any omissions, and upload a portrait photograph.

2. Pay the Application Fee (First-Round Screening).

3. Print out a copy of your application form and the cover page for the application envelope from the online application system onto A4 paper. For other application documents, download the forms from the Rikkyo University website and enter the required information.

4. Place a set of all application documents together in an envelope, attach the cover page to the envelope, and post it to the Admissions Office.

* Completing steps (1) to (4) completes the application procedures.

7-i. Entering Application Information

The applicant must read the details below carefully and follow the instructions given in each menu of the online application system to enter the required information. Information can be entered in the online application system from 10:00 a.m. on Thursday, September 26, 2019.

[Examination Selection Page]

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Examination Type Field</td>
<td>Select “Entrance Exam for International Courses.”</td>
</tr>
<tr>
<td>Preferred Program Field</td>
<td>Select the Program you wish to enter.</td>
</tr>
<tr>
<td>English Qualifications Field</td>
<td>Enter or select the score or grade that will meet the application qualification, based on the certificate you will submit. If you have multiple scores and/or grades for those provided in the application qualification, you may submit as many as you wish.</td>
</tr>
</tbody>
</table>
### Personal Information Registration Page:

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Password</strong></td>
<td>Set this on your own and make sure to write it down somewhere secure. *Required to log in to “My Page”.</td>
</tr>
<tr>
<td><strong>Name Field</strong></td>
<td>Enter your name in both the kanji and kana fields. If your name does not fit in the input field, please write it in red ink after printing the application form.</td>
</tr>
<tr>
<td><strong>Gender Field</strong></td>
<td>Select your gender.</td>
</tr>
<tr>
<td><strong>Birthdate Field</strong></td>
<td>Select the year, month, and day of your date of birth.</td>
</tr>
</tbody>
</table>
| **Delivery Address Field** | This will be registered as the destination address to which the University will send items. Enter hyphens between the “condominium/apartment room number,” “block number” and “street number.” You may omit the name of your condominium/apartment building if postal items will definitely be delivered without it.  
If entering an address other than your own home (e.g. your relative's address):  
Be sure to enter “c/o...” after the address.  
E.g. 1-1 Nishi-Ikebukuro, Toshima-ku, Tokyo, c/o XXX  
If the address is outside of Japan, please enter the entire address in half-width alphanumeric characters. |
| **Telephone Number Field** | Enter a telephone number at which the University can reliably contact the applicant.                                                                                                                     |
| **E-mail Address Field** | Enter an e-mail address at which the University can reliably contact the applicant.  
Make sure to send yourself a test e-mail to check that the registered address can receive e-mails.                                       |
| **High School Field** | Enter the High School Code issued by the National Center for University Admissions.  
If you do not know the code, use the Search button to enter the high school name.                                                         |
| **Graduation Date Field** | Choose the year and month that you graduated or expect to graduate from the high school.  
Applicants who have passed the Upper Secondary School Equivalency Examination should enter the year and month that they passed the exam.  
If you expect to pass the Upper Secondary School Equivalency Examination, enter March 2020.                                               |

#### 7·ii. Registering a Portrait Photograph

Upload a portrait photograph. The portrait photograph must be taken within three months before applying. It must include the upper body without headwear, be taken with the applicant facing forwards with a blank background, and show the applicant’s face in a clear and visible manner. The photograph may be either black & white or color. Select an aspect ratio of 4:3 (vertical to horizontal) and upload (File format: .jpg or .png; File size: ≤5MB). The photograph that was re-touched with
smartphone apps, etc. will not be accepted.

7-iii. Paying Application Fees
Read the following instructions carefully before paying the application fee.

(1) **First-Round Screening Application Fee**

**Application Fee: ¥20,000**

1) Select a payment method to pay the application fee from the online application system (https://ientry4.jp/Rikkyo/index.aspx) and pay the application fee. Available payment method options are either payment by credit card or at a convenience store (stores in Japan only).

- **Application Fee Payment by Credit Card**
  Follow the instructions on the online application system to enter the required information and complete payment of the application fee.

- **Application Fee Payment at Convenience Store**
  Following the instructions on the online application system, enter the required information and obtain the number needed for payment. Payment can then be made at 7-Eleven, LAWSON, Family Mart, Mini Stop, Daily Yamazaki, and Seiko Mart stores.
  Obtain the number needed for payment of the application fee from the online application system and make payment at a convenience store.

2) Payments will be accepted using the online application system from Thursday, September 26 to 11:00 p.m. JST on Wednesday, October 2, 2019. Please note that you cannot register on the online application system nor pay the application fee after exceeding the above deadline.

3) For application fee payments, an online application system usage fee (800 yen) will be separately charged.

4) If you paid using a credit card, do not delete the e-mail received from Rikkyo University confirming that payment for admission fees has been completed. When paying at a convenience store, retain the application fee payment receipt you receive at the store.

[Notes Regarding Application Fees]

- The application fee may be paid only by the payment methods specified on the online application system.
  - Payment by cash, postal money order, overseas remittance, etc. will not be accepted.
- Please note that you cannot register on the online application system nor pay the application fee after exceeding the above deadline.
(2) Second-Round Screening Application Fee

Application Fee: ¥15,000

1) Applicants who have passed the First-Round Screening must pay the Second-Round Application Fee at a financial institution (excluding Japan Post Bank and post offices), using the Bank Transfer Slip enclosed with the Successful Applicant Letter of First-Round Screening (Document Screening). The payment should be remitted as a telegraphic transfer. You cannot use ATM transfer.

2) The application fee may be paid between Tuesday, October 29 and Tuesday, November 5, 2019 (Payments stamped for receipt by the financial institution on the date of the deadline will be valid).

3) If you are living outside of Japan or cannot otherwise transfer the money via bank transfer slip, etc., please contact the Admissions Office by Thursday, October 31.

Notes:

Once paid, application fees will not be refunded. However, refunds can be made only in the cases described in I below

and as per a request made according to the procedures described in II below. It will take approximately one month to make a refund after the arrival of the necessary documents.

Furthermore, the application fee will not be refunded if the necessary documents is not submitted by the request deadline or if the submitted documents have any deficiencies or errors.

I. Cases where you can request for refund of the application fee

First-Round Screening Application Fee

(a) You paid the application fee, but did not submit the application documents.

(b) You paid the application fee and submitted the application documents, but the application was not accepted.

(c) You accidentally paid the application fee twice or in excess.

Second-Round Screening Application Fee

(a) You accidentally paid the application fee twice or in excess.

II. How to request for refunds

(a) Required documents

• Request for Return of Application Fee (University-specified form) The form will be available at the Admissions Office.

• Payment receipt of the application fee (or the payment completion screen if you paid by credit card)

(b) Request Deadline

Must be received on or before Thursday, November 21, 2019.

(c) Request Address and Point of Contact

Rikkyo University Admissions Office

3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo, 171-8501

TEL: 03-3985-3293
7-iv. Posting Application Documents

(1) Application Period

Online application period: Thursday, September 26 – Wednesday, October 2, 2019

Deadline for sending documents: Wednesday, October 2, 2019

Applicants sent from within Japan will be accepted if postmarked with the date of the deadline.

Applicants sent from outside Japan must be received on or before the date of the deadline.

(2) How to Send Application Documents

Once you have paid the application fee and completed the application procedures on the online application system, place Application Documents described in Section 6 (p. 12–15) in a store-bought No. 2 size envelope (240mm x 332mm) and post them by express post, recorded delivery (kan’i kakitome).

When sending the application documents, print out the University-specified cover page for the application envelope from the online application system and attach it to the front of the envelope.

If sending from outside Japan, print out the University-specified cover page for the application envelope and attach it to a regular store-bought envelope, and send by EMS (Express Mail Service) or other suitable method.

* The documents may be folded when placing them in the envelope.

Send your documents to the address below.

[When sending by EMS]
Rikkyo University Application Reception Center
Nishitokyo Post Office, Nishitokyo, Tokyo
188-8799

[When sending by DHL FeDex]
Rikkyo University Admissions Office
3-34-1 Nishi-Ikebukuro,Toshima-ku, Tokyo
171-8501

7-v. Obtaining Examination Admission Tickets

Examination admission tickets will be issued on Thursday, October 17, 2019 to those who have completed the application procedure via the online application system. Applicants must check it in the “My Page” section of the online application system. They will not be sent by physical mail. In order to log in to “My Page”, you will need the password registered when you first applied.

* Examination admission tickets are issued only to applicants from whom applications have been received. As you will need the examination admission ticket on the day of the exam, for the announcement of final results, and for enrollment procedures, print out and keep it carefully.
[Notes Regarding Applications]

1) Application documents must be submitted only by mail (Not accepted at reception).

2) Application documents are not accepted if they arrive after the application period, or are incomplete or deficient.

3) Colleges, departments and programs may not be changed after submission of the application for any reason.

4) If any special considerations are required for taking the exam due to illness, injury, physical disabilities, etc., you must inform the Admissions Office (TEL: 03-3985-3293) before applying, no later than **Friday, August 30, 2019**. Furthermore, depending on the college, department or program, there may be some cases where it will be effectively impossible for you to take a course, so please also inquire regarding this point.

5) In cases where your application documents contain entries that are found to be untruthful, your acceptance or enrollment may be voided. In such cases, application and enrollment procedure fees will not be refunded.
8. Screening Method and Announcement of Results

(1) **First-Round Screening (Document Screening)**
Based on the documents submitted, your academic results at senior high school, qualifications and skills, and reasons for applying, etc. will be comprehensively assessed.

(2) **Announcement of Results of First-Round Screening**

1) **Date and Time**: Monday, October 28, 2019 11:00 a.m.
To applicants who have passed the Screening, Successful Applicant Letters of the First-Round Screening (Document Screening) will be sent by **express post** on **Monday, October 28, 2019**. A list of examinees’ numbers of successful applicants will also be posted on the University website. The website address is as follows. These results will be posted on the Rikkyo University website until the deadline for payment of the Second-Round Screening application fee.

**URL**: [https://www.rikkyo.ac.jp/admissions/results/](https://www.rikkyo.ac.jp/admissions/results/)

2) Applicants who have passed the First-Round Screening must pay the Second-Round Screening application fee within the specified period. For details, refer to Section 7-iii. Paying Application Fees (2) Second-Round Screening Application Fee (p. 21).

**Note**: We will not accept inquiries about pass or fail by post, telephone or other means.
If you have not received a Successful Applicant Letter of First-Round Screening (Document Screening) (with Second-Round Screening Application Fee Bank Transfer Slip enclosed) by **Thursday, October 31**, please inquire at the Admissions Office (TEL: 03-3985-3293 Email: admissions@rikkyo.ac.jp).
Please note that the University takes no responsibility for any issues that may arise in the case of a passing applicant not making an inquiry.

(3) **Second-Round Screening**

1) Students for admission will be selected after a comprehensive assessment of applicants’ basic scholastic ability required for study after enrollment, enthusiasm toward study, qualities related to the area being applied to, and other aspects.

2) Examination subjects, times, and notes regarding the exam are as follows.

<table>
<thead>
<tr>
<th>Program</th>
<th>Examination Subjects</th>
<th>Exam Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Liberal Arts Program (GLAP)</td>
<td></td>
<td>Rikkyo University Ikebukuro Campus (Refer to access map on P. 33)</td>
</tr>
<tr>
<td>Written Exam</td>
<td>Short Essay</td>
<td>Sunday, November 17 10:30 a.m. – 12:00 p.m. *1</td>
</tr>
<tr>
<td>Interview Exam</td>
<td></td>
<td>Sunday, November 17 From 1:20 p.m. *2</td>
</tr>
</tbody>
</table>

*1: A short essay exam in English will be conducted. Applicants will read an English passage and write a short essay on the theme of the passage. The applicants’ reading comprehension, logical organization ability, and written expression will be comprehensively assessed.

*2: After the written exam, an interview exam will be conducted. Enter the interview waiting room as directed after the conclusion of the written exam.
[Notes regarding the Second-Round Screening]

1) The exam will be conducted at the Ikebukuro Campus. On the day of the exam, an attendant will direct you to the exam venue from the examinees’ entrance (refer to the campus map on P. 32). Examinees may enter the campus from 9:30 a.m. on Sunday, November 17.

2) Be sure to bring your examination admission ticket (printed out from the online application system) with you on the day of the exam. Show your examination admission ticket to the attendant at the examinees’ entrance before entering the exam room.

3) Enter the designated room no later than 30 minutes prior to the exam commencement time. Exam dates and assembly times vary according to college and program, so please exercise caution. Please follow the directions of the attendants on the day of the exam.

   ○ Global Liberal Arts Program (GLAP) Applicants
     - Written exam: Enter the exam room by 10:00 a.m. and take a seat at the desk marked with your own examinee’s number.
     - Interview exam: Enter the interview waiting room by 12:50 p.m.
     * If you are late for the exam starting time, immediately speak to the attendant and follow their instructions (for the written exam only, you may enter the exam room up to 30 minutes after the start time).

4) If there are any changes in the conduct of the entrance exam due to public transport disruptions, etc., or if there are any important notices regarding the exam, a notice will be posted on the Rikkyo University website. The website address is as follows.
   [URL: https://www.rikkyo.ac.jp/admissions/information/]

5) Place your examination admission ticket on the desk for the duration of the exam. Also, be sure to take your examination admission ticket with you when you leave the exam venue during breaks.

6) The use of mobile telephones or other communications devices in the exam venue is strictly prohibited. Be sure to switch any such devices off and do not carry them with you.

7) During the exam, follow the directions of the Proctor. If there is any conduct that disrupts the fairness of the exam, such as not following the directions of the Proctor or other attendants, it may be seen as misconduct.

8) If cheating or misconduct are judged to have occurred, the following actions will be taken.
   - The party involved will not be permitted to take any of the entrance exams of the University for the academic year in question (application fees will not be reimbursed).
   - All results of entrance exams taken at the University in the academic year in question will be invalidated.

9) The following instruments are allowed to use during the exam.
   - Black lead pencil or mechanical pencil with black lead
   - Eraser
   - Pencil sharpener (electric sharpeners are not permitted)
   - Clock or watch (clocks or watches with functions other than telling the time may not be
used. Clocks or watches with an alarm function will disturb other examinees, so ensure the alarm is switched off. The use of mobile telephones or other communications devices in place of a clock is prohibited. Please note that there is no clock in the examination room.

Place all other belongings in your bag and keep your bag under your seat for the duration of the exam.

Pencil cases may not be left on the desk during the exam.

10) Be sure to carry your examination admission ticket with you for the interview exam as well.

11) There may be a waiting time for the interview exam, depending on the order of interviewees. The ending time of the interview exam will vary depending on the number of interviewees.

12) In principle, Rikkyo University does not conduct any makeup exams or re-exams, so take the necessary precautions against public transport disruptions, etc. The exams cannot be postponed due to delays in public transport that use the roads (bus, taxi, etc.), private cars, or aircraft, etc.

13) For all other notes regarding the exams, check the Special Entrance Exams Q&A. The website address is as follows.

URL: https://www.rikkyo.ac.jp/admissions/faq/admissions2.html

(4) First Round Announcement of Final Results

1) Date and Time: Monday, December 2, 2019 11:00 a.m.

Those examinees who have passed will have their examinee’s numbers posted on the University website. Admission letters will not be sent to successful candidates via physical mail. The information will remain on the website until the deadline for the first round of enrollment procedures. The URL where this information is posted is as follows.

URL: https://www.rikkyo.ac.jp/admissions/results/

2) The final decision on students to be admitted will be based on a comprehensive assessment of the application documents and the results of the Second-Round Screening.

Note: We will not accept inquiries about pass or fail by post, telephone or other means.

In addition to admission letters, no information related to admissions procedures will be sent via physical mail. Information related to admissions procedures is posted on “My Page” of the online application system together with results announcements, so be sure to check there for any information you may need.

* Please note that the University takes no responsibility for any issues that may arise in the case of a passing applicant not checking results or confirming information related to admissions procedures.
(5) **Second Round Announcement of Final Results**

1) **Date and Time:** Friday, December 13, 2019  11:00 a.m.

The second round of announcements of final results is for the purpose of filling in enrollment vacancies and there is no guarantee that a second round of admitted students will be announced. The announcement may only be “None Applicable.” Admission letters will not be sent to successful candidates via physical mail. A list of examinee’s numbers of admitted students will also be posted on the University website. The website address is as follows. These results will be posted on the Rikkyo University website until the deadline for the first round enrollment procedures.

**URL:** [https://www.rikkyo.ac.jp/admissions/results/](https://www.rikkyo.ac.jp/admissions/results/)

2) The final decision on students to be admitted will be based on a comprehensive assessment of the application documents and the results of the Second-Round Screening.

**Note:** We will not accept inquiries about pass or fail by post, telephone or other means.

In addition to admission letters, no information related to admissions procedures will be sent via physical mail. Information related to admissions procedures is posted on “My Page” of the online application system together with results announcements, so be sure to check there for any information you may need.

* Please note that the University takes no responsibility for any issues that may arise in the case of a passing applicant not checking results or confirming information related to admissions procedures.
9. Enrollment Procedures

Enrollment procedures are split into a First and Second Round. Admitted students should read the information regarding the announcement of final results posted on “My Page” of the online application system before completing the application procedures from the online enrollment system.

The online enrollment system can be accessed starting from Monday, December 2, 2019 at 11:00 a.m.

If the required enrollment procedures are not completed by the deadline, you will not be enrolled. Additionally, submitted documents will not be returned for any reason.

The URL for the online enrollment system is as follows.

URL: https://exam-entry-sp.52school.com/rikkyo/enrollment/login

* For information on how to log in to the online enrollment system, check the information regarding the announcement of final results posted on “My Page” of the online application system.

<Documents to be downloaded from the online enrollment system>

(1) Admission letter
(2) Bank Transfer Slip for the payment of the admission fee, academic fees, and other payments
(3) Guide to enrollment procedures
(4) Studies before entrance

A password is required for both viewing and downloading documents (1) to (4). The password can be found amongst the information given regarding the announcement of final results posted on “My Page” of the online application system.

(1) Enrollment Period

The periods for carrying out the enrollment procedures are as follows. Please complete these procedures within the prescribed period.

<table>
<thead>
<tr>
<th>Global Liberal Arts Program (GLAP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Students Admitted in First Announcement]</td>
</tr>
<tr>
<td>Monday, December 2, 2019 – Tuesday, December 10, 2019</td>
</tr>
<tr>
<td>[Students Admitted in Second Announcement]</td>
</tr>
<tr>
<td>Friday, December 13, 2019 – Friday, December 20, 2019</td>
</tr>
</tbody>
</table>

(2) First Round of Enrollment Procedures

For details, please read the “Guide to enrollment procedures”, which can be downloaded from the online enrollment system.

Please make the payments for the admission fee, academic fees, and other payments via bank
transfer (payments cannot be made via Japan Post Bank or post offices) within the designated period. If you do not complete the procedures for the first round during the period stated above, you cannot carry out the procedures for the second round. The Bank Transfer Slip for the payment of the admission fee, academic fees, and other payments can be downloaded from the online enrollment system.

* The admission fee is paid in exchange for eligibility to enroll. If you later reject your admission offer, the fee will not be refunded as eligibility has already been granted (this excludes case B for rejection of enrollment offer).

(3) Second Round of Enrollment Procedures
For details, please read the “Guide to enrollment procedures”, which can be downloaded from the online enrollment system.
Please mail the enrollment documents to the University within the designated period. If the enrollment documents are not submitted within the stated period, enrollment will not be permitted.

(4) Rejection of Admission Offers
If you wish to reject an admission offer after completing the University’s enrollment procedure, your payment of academic fees and other payments excluding the admission fee will be refunded following notification of case A, and your payment of the admission fee, academic fees, and other payments will be refunded following notification of case B.

A. On receipt of the submitted documents listed below, we will refund academic fees and other payments excluding the admission fee to applicants who wish to reject their admission offer due to unavoidable reasons after completing the University’s enrollment procedures. (Transfer of funds is expected to take place in early May.)

<table>
<thead>
<tr>
<th>Request Deadline</th>
<th>Must be received on or before Tuesday, March 31, 2020.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents to be submitted</td>
<td>1) Notification of rejection of admission offer</td>
</tr>
<tr>
<td></td>
<td>2) Payment receipts from the enrollment procedure, including tuition fees, etc. (Copies are acceptable.)</td>
</tr>
</tbody>
</table>

B. On receipt of the submitted documents listed below, we will refund the admission fee, academic fees, and other payments to applicants who, after completing the University’s enrollment procedures, are confirmed to be unable to graduate, unable to complete their course, etc. and are no longer able to meet the qualifications for enrollment. (Transfer of funds is expected to take place in the middle of May.)

<table>
<thead>
<tr>
<th>Request Deadline</th>
<th>Must be received on or before Wednesday, April 15, 2020.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents to be submitted</td>
<td>1) Notification of rejection of admission offer</td>
</tr>
<tr>
<td></td>
<td>2) Payment receipts from the enrollment procedure, including tuition fees, etc. (Copies are acceptable.)</td>
</tr>
<tr>
<td></td>
<td>3) Certificates that can confirm inability to graduate, complete course, etc.</td>
</tr>
</tbody>
</table>
10. Voluntary Donations

The University accepts donations from enrolled students. These donations can be made on a voluntary basis, and we will not accept donations before enrollment. For details, please see the information sent to your guarantor after enrollment.

11. Academic Fees and Other Payments

Please check the following website page for details of academic fees and other payments.
http://s.rikkyo.ac.jp/20fees

12. Scholarship System

Rikkyo University offers the following scholarship programs to provide students with an economic foundation to guarantee them the opportunity to continue their studies.

* The system may change from the 2020 academic year.

1) Japan Students Services Organization Scholarships (JASSO) (scholarship loans)

These scholarships are provided by the Japan Students Services Organization (JASSO), which conducts Japanese government student support scholarship programs. They are designed to provide financial assistance to students who are of outstanding personal character and academic ability but is difficult to attend university for financial reasons.

<table>
<thead>
<tr>
<th>Type</th>
<th>Monthly loan</th>
<th>Term of loan</th>
<th>Number of scholarships*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type I Scholarship (Interest-free)</strong></td>
<td>Students living at home: Choose from a monthly amount of ¥20,000, ¥30,000, ¥40,000, or ¥54,000. Students living away from home: Choose from a monthly amount of ¥20,000, ¥30,000, ¥40,000, ¥50,000, or ¥64,000. (Students living away from home may also choose ¥54,000.)</td>
<td>Shortest length of course of study</td>
<td>203</td>
</tr>
<tr>
<td><strong>Type II Scholarship (Interest-bearing)</strong></td>
<td>Choose a monthly payment between ¥20,000 and ¥120,000 (in ¥10,000 increments).</td>
<td></td>
<td>194</td>
</tr>
</tbody>
</table>

*The number of scholarships is the actual number granted to 1st-Year students in AY2018.
2) Rikkyo University Scholarships (Financial Assistance Grant Scholarships)

The scholarships are granted with the objective of providing financial assistance to undergraduate students who have difficulty in continuing their studies due to financial reasons.

<table>
<thead>
<tr>
<th>Type</th>
<th>Annual grant amount</th>
<th>Term of grant</th>
<th>Number of scholarships*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Grant Scholarship</td>
<td>Humanities colleges: ¥400,000; Science colleges: ¥600,000</td>
<td>Single academic year (However, students may apply every year.)</td>
<td>184</td>
</tr>
<tr>
<td>Toshinobu Oshiba Memorial Scholarship</td>
<td>¥400,000</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Tsunako Nagaoka Scholarship</td>
<td>Humanities colleges: ¥400,000; Science colleges: ¥600,000</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Living-Alone Support Scholarship</td>
<td>¥100,000</td>
<td></td>
<td>65</td>
</tr>
</tbody>
</table>

* The number of scholarships is the actual number granted in AY2018.

3) Rikkyo University Scholarships (Study Abroad Assistance Grant Scholarships)

The scholarships are granted with the objective of providing financial assistance to students participating in Rikkyo University’s various study abroad programs.

<table>
<thead>
<tr>
<th>Type</th>
<th>Annual grant amount</th>
<th>Term of grant</th>
<th>Number of scholarships*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Scholarship</td>
<td>¥100,000 – ¥400,000</td>
<td>Single academic year (However, students may apply every year.)</td>
<td>345</td>
</tr>
<tr>
<td>Rikkyo University Alumni Association Study Abroad Scholarship for Assisting High Achieving Students in Studying Abroad</td>
<td>¥100,000</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

* The number of scholarships is the actual number granted in AY2018.

Global Scholarship website:
https://www.rikkyo.ac.jp/campuslife/support/scholarship/global.html

4) Rikkyo University Scholarship (GLAP Pre-enrollment Reserved Scholarship)

● The Rikkyo University GLAP Scholarship intends to support students who wish to enter the Global Liberal Arts Program but have difficulty in enrolling due to financial reasons. The scholarship will provide financial assistance to such students after enrollment.

● Applications will be accepted during the application period for Fall Round Entrance Exam (late September), and prospective recipients will be decided at the same time when the Announcement of Final Results is made. Then, they will carry out the required procedures after enrollment to be formally accepted as scholarship recipients.

● Annual scholarship amount: ¥1,200,000 (grant)

● The scholarship application guidelines will be posted on the Rikkyo University Scholarships
website page on July 1.  
http://www.rikkyo.ac.jp/campuslife/support/scholarship/glapp.html

5) **Financial assistance program for enrolled students from disaster-affected areas** (reimbursement of admission fee/ waiver of academic fees)

Rikkyo University has a program in place for reimbursement of the admission fee and waiver of academic fees for enrolling students from disaster-affected areas*.  
* Areas affected by a natural disaster one year or less from the day before the date of enrollment to which the Disaster Relief Act has been applied.  
* For details of the program, go to  

In addition to the above scholarship programs, there is a range of scholarships available from local and regional governments and private-sector student support organizations. The local and regional government scholarships are available to students from those regions and localities. The majority of these scholarships are scholarship loans. The majority of the scholarships extended by private-sector student support organizations are scholarship grants, but they may have various restrictions on colleges, year levels, and the number of scholarships available.

Rikkyo University also has a variety of scholarship programs in place for students with outstanding academic results or who are engaged in particular activities. For details of Rikkyo University’s scholarship system, refer to the Rikkyo University website (Home>Campus Life>Career>Scholarship Support) or contact the Scholarship Officer in the Student Welfare Office of the Student Affairs Division (TEL: 03-3985-2441).

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**Rikkyo University Partnership Student Loans Program**

Rikkyo University has partnered with the following financial institutions to provide student loans that can use for payments during the enrollment procedures. These loans are guaranteed by bank-affiliated credit guarantee companies, which means that funds may be borrowed without security from the enrolling student’s parent or guardian or the enrolling student him or herself. Loan applications will be assessed by the financial institutions. A considerable amount of time is required for assessment after the loan application has been submitted, and the assessment may result in a refusal of the loan. For details, contact the financial institution you wish to apply to for a loan directly.

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Telephone for Inquiries</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUFG Bank, Ltd.</td>
<td>Nishi-Ikebukuro Branch 03-3986-5111 (switchboard)</td>
</tr>
<tr>
<td>Sumitomo Mitsui Banking Corporation</td>
<td>Ikebukuro Branch 03-3984-5155 (switchboard)</td>
</tr>
</tbody>
</table>

* If the enrolling student is to be the borrower, MUFG Bank, Ltd. will only extend loans to working adults.
Campus Access and Campus Map


7 minutes' walk from the West Exit.