

Application and Admission Procedures
April 2023 / September 2023 Entry
(Spring Exam)

*The following contents are subjected to change for the purpose of pandemic prevention. Please refer the latest version in the following website.

(https://guidelines.rikkyo.ac.jp/daigakuin2023/sperte_ico/)

(1) Number of Students to Be Admitted

Twenty (20) students

(includes other non-TESOL-J graduate programs)

(2) Enrollment

April 2023 or September 2023

(3) Academic Degree Awarded

Master's Degree in Intercultural Communication

(4) Qualifications of Applicants

The TESOL-J program welcomes both Japanese and non-Japanese applicants. All applicants must meet **one** of the following qualifications:

1. Have graduated or be due to graduate from an officially recognized Japanese university by **March 31, 2023 (September 19, 2023 for September 2023 entry)**.
2. Have been awarded or due to be awarded a Bachelor Degree by a qualified educational institution in Japan by **March 31, 2023 (September 19, 2023 for September 2023 entry)**.
3. Have successfully completed or be due to complete 16 years of formal education overseas by **March 31, 2023 (September 19, 2023 for September 2023 entry)**.
4. Have successfully completed or be due to complete 16 years of formal education overseas through distance education in Japan by **March 31, 2023 (September 19, 2023 for September 2023 entry)**.
5. Have completed or be due to complete in Japan a curriculum specified as equivalent to overseas university by the Japanese Minister of Education, Culture, Sports, Science and Technology by **March 31, 2023 (September 19, 2023 for September 2023 entry)**.
6. Have graduated or be due to graduate from a university or educational institution overseas which has been recognized by the overseas government or accreditation institution and have been awarded or be due to be awarded a bachelor's degree or

equivalent by completing a curriculum, including distance education in Japan, of which the length of completion is three years or more.

7. Have completed specialized curriculum at a vocational school, of which the length of completion is four years or more, recognized by the Japanese Minister of Education, Culture, Sports, Science and Technology after the date specified by the Minister, or be due to complete such by **March 31, 2023 (September 19, 2023 for September 2023 entry)**.
8. Have graduated from an educational institution under the Old Education System in Japan.
9. Have graduated or be due to graduate from an educational institution such as the National Defense Academy, Japan Coast Guard Academy, and Meteorological College established in affiliation with Japanese government agencies by **March 31, 2023 (September 19, 2023 for September 2023 entry)**.
10. Be recognized, by Rikkyo University Graduate School of Intercultural Communication, to have attained academic competency that is equal to or surpasses the level of a university graduate and will be twenty-two years of age or older by **March 31, 2023 (September 19, 2023 for September 2023 entry)**.

Notes on applicant eligibility

- (1) Please note that if those applying as being "due to" fulfill No.1, 2, 3, 4, 5, 6, 7 or 9 above fail to complete the requirements at the time of enrollment, they will not be granted admission even if they pass the entrance examination.
- (2) Those who plan to apply on the basis of requirement No.10 above must undergo a separate review to verify their eligibility prior to application. For details on the review procedures, please contact Course Admissions Officer, College Administration Office, Section 4, (cic-tesolj@rikkyo.ac.jp) by **December 2, 2022**.

(5) Admissions Criteria

The selection process emphasizes each applicant's demonstrated and potential abilities as a student with an international mindset. These abilities are reviewed by the Admissions Committee in the context of the following:

Two-year Program

• **Academic Completion Requirements.** Applicants are to hold a B.A./B.S. regardless of field.

• **Command of English.** If English is not the applicant's native language, or if your undergraduate degree was not from a program taught entirely in English, the applicant must demonstrate competence in the English language by providing either a TOEFL

iBT®Test or IELTS score.

The expected scores are:

- TOEFL iBT®Test(Internet-based test) 90 or above
- IELTS 6.5 or above on each band

We will not accept unofficial scores and faxed score reports.

*TOEFL is a registered trademark of Educational Testing Service (ETS). This publication is not endorsed or approved by ETS.

(6) Application Procedure

Application Term
January 6 (0:00:00am Japanese Time) – January 16 (11:59:59pm Japanese Time), 2023

*Japan Standard Time

Application Deadline

All application documents must be uploaded during the Application Term on My Page of the online application system.

Please follow the instructions below.

1. Access to Rikkyo Online Application System from the following website and complete all forms by online.
(https://guidelines.rikkyo.ac.jp/daigakuin2023/sperte_ico/)
*The session will time out automatically 180 minutes after you start entering. Since the data cannot be stored temporarily, please refer to the User Manual first to prepare the information you need to enter.
2. Pay application fee.
3. Upload all documents on My Page of the online application system by the deadline.

(7) Application Documents

All application documents must be uploaded on My Page of the online application system by the deadline dates shown above.

- * Please prepare all application documents in **PDF format**.
- * Please scan **both sides** of the original certificates **in color**.
- * The maximum file size that can be uploaded is 8MB.
- * Successful applicants must submit the original documents (No.1, 2 and 6) uploaded at the time of application. Please keep the original documents with you. For details on how to submit the original documents, please refer to the information enclosed with the admission letter. If the original documents are not submitted by the deadline, the

enrollment may be denied. The application fee will not be refunded in the event that your enrollment is denied.

	Application Document	Upload File Name
1	Certificate of graduation from university (or expected graduation)	Certificate of Graduation (expected graduation) for Bachelor's Degree
2	Official transcript (must be issued by university)	Certificate of Grades and Credits
3	IELTS or TOEFL iBT Score Report: - IELTS (Academic Module): Test Report Form - TOEFL iBT: Test Taker Score Report (download from My Home Page) (Only for non-native speakers or the applicants who has graduated with a degree from a country that has not established English as an official language) Please submit scores obtained within two years from the first day of the application month.	Certificate of English Qualification/Certification Examination
4	Research Proposal: Please use the form prescribed by the Graduate School. The form can be downloaded from the web page where this application guide is posted. Please be sure to indicate the date of enrollment.	Research Proposal
5	Letter of recommendation (Only for applicants living outside of Japan at the time of application)	Letter of Recommendation
6	Certificate of Withdrawal: If you withdrew from Rikkyo University (graduate or undergraduate schools), please submit the Certificate of Withdrawal. Your admission fee may be discounted by about a half.	Certificate of Withdrawal

(8) Application fee

Application Fee 35,000 yen

1. Select a method of payment when you submit application online.
You can pay by Credit Card (VISA/MASTER/JCB/AMEX/DINERS).
2. The payment period is from **January 6, 2023 (0:00:00am Japanese Time) to January 16, 2023 (11:59:59pm Japanese Time)**. Please note that it is not allowed to apply on online after this period.
3. Pay online service fee of 1,500 yen in addition to the application fee.
4. Save the email of payment completion after payment.

Notes:

The Application Fee is non-refundable except in any one of the cases below:

1. You paid the application fee, but did not submit the application documents after the payment.
2. You paid the application fee and submitted the application documents, but your application was not accepted.
3. You paid the application fee twice or too much.

For a refund of the application fee, some necessary documents are required to send to Administration Office by email by **January 27, 2023**.

*Please note that it takes about one month to complete a refund.

(9) Selection Process

Interview Date
February 15, 2023(starting at or after 10:00am)

*Japan Standard Time

Selection Process

The exact meeting date and time of the interview will be sent to each applicant via email after the Exam Admission Ticket is sent. If you do not receive an email within one week after the ticket is issued, please contact us.

For Online Interview

1. An interview will be conducted over a video conferencing system “Zoom” (<https://zoom.us/>).
2. Make sure you have the necessary equipment (computer, camera, speaker, microphone, etc.) and a stable internet connection. We recommend you test your internet connection by joining a Zoom test meeting (<https://zoom.us/test>) before applying.
3. You must be alone in a quiet space with no one else entering during the interview. In order to make sure that no one other than you is present, “virtual background” cannot be used.
4. The interview will be conducted orally only. Applicants are not allowed to use the chat, share a screen and record. The interviewer will record the interview in case of a connection problem. The record data will not be used for any purposes other than admission decision, and the data will be deleted after the admission decision date.
5. During the interview, any devices other than the device for using Zoom cannot be used. You cannot also use communication methods such as email. In addition, you

are not allowed to consult any books, materials and data including your application documents during the interview.

- Please note that we cannot answer any technical questions related to computer, network and “Zoom”. And we cannot also support when an accident occurs in your equipment and system.

*If you would like to have a Zoom connection test with us, please contact us by **January 27, 2023**.

(10) Admission Decision

Admission Decision Date
February 24, 2023 (11:00am)

*Japan Standard Time

Admission Decision will be posted on the University website accessible at:

URL: <https://www.rikkyo.ac.jp/admissions/results/> (posted within 7 days from the admission decision date)

Successful applicants will be notified of the admission decision via physical mail. Decisions will not be communicated by phone, fax, or e-mail.

(11) Enrollment Procedures

Please complete the enrollment procedure by sending required documents by registered and express mail, and also by depositing tuition fees including the admission fee and other fees in full amount. For details on the enrollment procedure, please refer to the documents that will be sent to successful applicants.

Once you submit documents to us, they will not be returned to you for any reasons.

[Enrollment procedure deadline for April 2023 entry]

March 14, 2023.

[Enrollment procedure deadline for September 2023 entry]

March 14, 2023 paying for tuition fees.

May 31, 2023 sending required documents.

(12) Academic fees and other payments

Academic fees and other payments are paid in two installments: first at the time of enrollment procedures and second after enrollment (fall semester for the April entry and spring semester for the September entry). The amounts of academic fees and other payments for the first year in the 2023 academic year are as follows.

(Academic fees and other payments for the 2023 academic year)

Admission fee	225,000
Tuition	690,000
(at the time of enrollment)	(345,000)
Rikkyo Student Mutual-Aid Health Insurance Union fee	3,500
(at the time of enrollment)	(1,750)
Total amount to be remitted at the time of enrollment	(JPY 571,750)
Total amount to be remitted in the first academic year	JPY 918,500

Contact Information

Graduate School of Intercultural Communication

TESOL-J program

College Administration Office, Section 4

Rikkyo University

McKim Hall, 6th Floor

3-34-1 Nishi-Ikebukuro

Toshima-ku Tokyo 171-8501 Japan

Email: cic-tesolj@rikkyo.ac.jp

(Weekdays 9:00am-5:00pm Saturdays 9:00am-12:30pm)

*Inquiries about the TESOL-J program admissions process should be made only via e-mail

*Opening hours are subjected to change for the purpose of pandemic prevention.

*Please note that it may take time to respond.