
Rikkyo University

Graduate School Entrance Exam Guidelines

Graduate School of Intercultural Communication (Spring Exam) Master's Program

For April or September 2024 Entry

Contact Information

Graduate School of Intercultural Communication

College Administration Office, Section 4

Rikkyo University

TEL 03-3985-4824 / Mail gradicc-ad@rikkyo.ac.jp

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

*It may take some time to answer, so please make inquiries well in advance.

Admissions Policy of the Graduate School of Intercultural Communication, Rikkyo University Educational and Research Purposes

“The purpose of the Graduate School of Intercultural Communication is, on top of general and professional cultivation in undergraduate education, to study and explore the depth of intercultural communication studies, and to contribute to the advancement of culture by building character based on Christian values.”

The following is our policy for accepting students for this purpose.

Policy of Accepting Students

Master's Program

We welcome talent already equipped with advanced language skills, a wide range of knowledge, and international culture, and who will be able to make independent decisions and act to contribute to the development of a multicultural coexistence society from a compound perspective in the field of research or in the real world.

With this as the main point of the student acceptance policy, this program defines the criteria for entering students as follows:

1. Have a track record of learning and ability at or above the bachelor's degree level in four areas of intercultural communication, global communication, language communication, and interpretive and translational communication, and their related fields.
2. In addition, possess excellent language proficiency (including foreign language proficiency), which is necessary for their future success as researchers or highly skilled professionals in the four areas and related fields above.

Handling of Personal Information

The name, address and other personal information provided in the application and admission procedures shall be used only for the purposes of (1) conducting the entrance exam (application processing and examination), (2) announcement of final results, (3) admission procedures, and other matters incidental thereto. In doing so, we will conduct necessary and appropriate management to ensure that the personal information is not leaked, released, or illegally used.

The above operations may be performed in whole or in part by a company entrusted with such operations by Rikkyo University (hereinafter referred to as “Contractor”). In such cases, we may provide the Contractor with all or part of the personal information you have provided. In outsourcing, we conclude a contract that includes a confidentiality clause, require the outsourcee to strictly control the information, and prevent the outsourcee from using the information for purposes other than the outsourced business. In addition, personal information that has been processed statistically so that individuals cannot be identified will be used as data for surveys and research for the selection of applicants at Rikkyo University.

A portion of enrollees' personal information and their test results may be registered in the university's student information database to use for student consultation and guidance after enrollment. We appreciate your understanding in advance.

For more information about Rikkyo University's Privacy Policy, please visit:

<https://english.rikkyo.ac.jp/privacypolicy/>

Special Measures for Examinees in Areas Affected by Large-Scale Natural Disasters (Disasters of Extreme Severity)

In the event of damage caused by a large-scale natural disaster (a disaster of extreme severity), Rikkyo University may take special measures in accordance with the circumstances of the disaster in order to provide financial support to examinees who have suffered damage.

Details of the procedures in such event will be posted on the Rikkyo University website at <https://www.rikkyo.ac.jp/>, so please check them before applying for the measures.

1. Number of Students to Be Admitted and Dates Related to the Exam

1) Enrollment Period

The enrollment period is in April or September 2024.

*The enrollment period cannot be changed.

2) Application Period

Application Period	January 5 (0:00:00am Japanese Time) to January 15 (11:59:59pm Japanese Time), 2024
Deadline for filing the application documents	January 15 (11:59:59pm Japanese Time), 2024

3) Number of Students to Be Admitted and Dates Related to the Exam

Number of students to be admitted	Examination category	Examination schedule	
		Oral exam	Announcement of final results
20	General	February 15 ,2024	February 26 ,2024
	Accelerated 5-year track course students		

4) Enrollment Procedure Period

Information on enrollment procedures will be included in the Admission Letter sent to successful applicants. The enrollment procedure period is as follows. Please also refer to page 10 for details about admission procedures.

April 2024 Entry

Enrollment Procedure Period: **the final results announcement date – Wednesday, March 13, 2024**

September 2024 Entry

1st Round of Enrollment Procedure Period: **the final results announcement date – Wednesday, March 13, 2024**

2nd Round of Enrollment Procedure Period: **Monday, April 1, 2024 – Friday, May 31, 2024**

2. Qualifications of Applicants

1) Qualifications of Applicants (Master's Program)

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, 2024 (September 19, 2024, for September 2024 entry)**.
2. Have been awarded or due to be awarded a Bachelor Degree by a qualified educational institution in Japan by **March 31, 2024 (September 19, 2024, for September 2024 entry)**.
3. Have successfully completed or be due to complete 16 years of formal education overseas by **March 31, 2024 (September 19, 2024, for September 2024 entry)**.
4. Have successfully completed or be due to complete 16 years of formal education overseas through distance education in Japan by **March 31, 2024 (September 19, 2024, for September 2024 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, 2024 (September 19, 2024 for September 2024 entry)**.
6. Have graduated or be due to graduate from a university or educational institution overseas that 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 by **March 31, 2024 (September 19, 2024 for September 2024 entry)**.
7. Have completed a 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, 2024 (September 19, 2024, for September 2024 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, 2024 (September 19, 2024, for September 2024 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, 2024 (September 19, 2024, for September 2024 entry)**.

[Note on Qualifications of Applicants]

- (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 of the Graduate School of Intercultural Communication by **December 1, 2023**.

2) Eligibility for the Entrance Examination for General Admission

The applicant must meet the qualifications of applicants for the Master's Program.

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® or IELTS score.

The following scores are expected for applicants who are enrolling for the purpose of completing the TESOL program.

- TOEFL iBT® Test (Internet-based test) 90 or above

- IELTS 6.5 or above on each band

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

3. Application Procedure

1) Application Procedure

1. Access to Rikkyo Online Application System from the following website and complete all forms online.
https://guidelines.rikkyo.ac.jp/daigakuin2024/sper_ico/
2. Pay application fee to complete the application through the online application system.
3. Upload all documents on My Page of the online application system by the deadline.

Application Period	January 5 (0:00:00am Japanese Time) to January 15 (11:59:59pm Japanese Time), 2024
Deadline for filing the application documents	January 15 (11:59:59pm Japanese Time), 2024

[Notes on Application Procedure]

- (1) The session will time out automatically 180 minutes after you start entering. Since data cannot be stored temporarily, please refer to the User Manual first to prepare the information you need to enter.
- (2) Entry into the online application system alone does not complete the application. Upload all documents on My Page of the online application system by the deadline. The application will not be accepted if no documents are uploaded by the deadline.
- (3) Submission of a health check document is not required because we will conduct a health checkup when you enter the school.
- (4) Those who require special consideration for the entrance examination due to illness, injury, or serious physical disability should contact the Course Admissions Officer, College Administration Office of the Graduate School of Intercultural Communication and submit the “Application for Consideration for the Examination” by **December 1, 2023** prior to the application. Depending on your disability, it may be virtually impossible to go through the curriculum of some graduate schools or programs. Please also inquire about this point.
- (5) If there is a statement that is contrary to the facts or lack of information in the application documents, acceptance or admission may be cancelled.

2) 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.

	Application Document	Instructions	Upload File Name
1	Certificate of Grades and Credits * Those who have transferred should also submit the original certificate issued by the university before transferring.	The original certificate issued by the university from which you graduated. Certificates written in languages other than Japanese or English require an official translation (translated into Japanese or English by a third party such as a national institution or a translation company). * No submission required for those who graduated or are due to graduate from Rikkyo University * When submitting multiple certificates (including translations), please submit them in one file.	Certificate of Grades and Credits
2	Certificate of Graduation (expected graduation)	The original certificate issued by the university from which you graduated. Certificates written in languages other than Japanese or English require an official translation (translated into Japanese or English by a third party such as a national institution or a translation company). * No submission required for those who graduated or are due to graduate from Rikkyo University * When submitting multiple certificates (including translations), please submit them in one file.	Certificate of Graduation (expected graduation) for Bachelor Degree
3	TOEFL iBT® or IELTS Score Report	TOEFL iBT®: Test Taker Score Report (download from My Home Page) IELTS (Academic Module): Test Report Form * Please submit scores obtained within two years from the first day of the application month. * TOEFL iBT Home Edition is not available. * The following scores are expected for applicants who are enrolling for the purpose of completing the TESOL program. - TOEFL iBT® Test (Internet-based test) 90 or above - IELTS 6.5 or above on each band * No submission required for native English speakers and applicants who graduated a university where the language for instruction is English * If you send a TOEFL iBT® or IELTS Score Report directly to Rikkyo University, it must be received by the submission deadline for application documents.	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 the Entrance Exam Guidelines are posted.	Research Proposal
5	Letter of Recommendation	Only for applicants living outside of Japan at the time of application and enrolling for the purpose of completing the TESOL program.	Letter of Recommendation

6	Japanese Language Proficiency Certificate	Please use the form prescribed by the Graduate School. The form can be downloaded from the web page where the Entrance Exam Guidelines are posted. * Not required for native Japanese speakers * Not required for those who are enrolling for the purpose of completing the TESOL program	Certificate of Proficiency in Japanese
7	Japanese-Language Proficiency Test Certificate of Result and Scores for N1 Level	Those who have taken the N1 level of the Japanese-Language Proficiency Test must also submit the certificate of result and scores (pass or fail). * Not required for native Japanese speakers * Not required for those who have not taken the N1 level of the Japanese-Language Proficiency Test * Not required for those who are enrolling for the purpose of completing the TESOL program	Certificate of Proficiency in Japanese
8	Certificate of Withdrawal (only those who withdrew from Rikkyo University)	The admission fee for a student who is readmitted after having previously withdrawn from Rikkyo University (including Graduate Schools) will be reduced if an official certificate of withdrawal is submitted at the time of application. If submitted this certificate will only be used to confirm previous enrolment.	Certificate of Withdrawal
9	Certificate of Family Register (applicable persons only)	Please see Note 3.	Certificate of Family Register

[Notes on Application Documents]

1. If you intend to file an application on the basis of requirement No. 2 of the qualifications of applicants (see page 3), you must submit the following documents for application document 2 “Certificate of Graduation (expected graduation).”
 - (1) Those who have received a bachelor’s degree:
 - Degree certificate
 - (2) Those who are due to receive a bachelor’s degree:
 - a. Those enrolled in a course at a junior college or a technical college accredited by the National Institution for Academic Degrees and Quality Enhancement of Higher Education.
 - Certificate of expected completion issued by the school in which the applicant is enrolled and a certificate in which the school principle certifies that the applicant intends to apply for a degree
 - b. Those other than a. above.
 - Certificate of acceptance of degree application issued by the National Institution for Academic Degrees and Quality Enhancement of Higher Education
2. Successful applicants must submit the original documents (No.1, 2 and 9) 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.
3. If the name on the certificate is different from your current name, please submit one official document (abstract of family register, etc.) certifying the name change. The submitted document will not be used for any purpose other than verification of identity.

3) Application Fee

Application Fee 35,000 yen

1. Pay the application fee through the online application system. You can pay by Credit Card (VISA/MASTER/JCB/AMEX/DINERS).

2. The payment period is from **January 5, 2024 (0:00:00am Japanese Time) to January 15, 2024 (11:59:59pm Japanese Time)**. Please note that it is not allowed to make payment online after this period.
3. Pay online service fee of 1,500 yen in addition to the application fee.
4. Save the e-mail of payment completion after payment.

[Notes on Application Fee]

1. The payment of the application fee is made only through the online application system.
*We do not accept cash, money orders, overseas remittances, etc.
2. The application fee is non-refundable except when you fall under (1) below. In such a case, please follow the procedure in (2) below.

(1) The application fee can be refunded in any of the following cases:

- a. You paid the application fee, but did not submit the application documents after payment.
- b. You paid the application fee and submitted the application documents, but your application was not accepted.
- c. You paid the application fee twice or paid too much.

(2) Method of procedures for refund of application fee

For a refund of the application fee, submit the following document so that Administration Office receives it by the deadline.

<Documents to Be Submitted>

Application for Refund of Application Fee (the form is provided by Course Admissions Officer, College Administration Office of the Graduate School of Intercultural Communication when requested)

<Submission Deadline>

January 26, 2024 (5:00pm Japanese Time)

<Documents to Be Submitted to>

Course Admissions Officer, College Administration Office, Section 4

Graduate School of Intercultural Communication

Rikkyo University

Mail gradicc-ad@rikkyo.ac.jp

<<Note>>

- If the required documents cannot be submitted by the submission deadline, or if there are deficiencies or errors in the content of the submitted documents, the application fee may not be refundable.
- It takes about one to two months to complete a refund.

4) Issuance of Examination Admission Ticket

Applicants who have completed the application procedure will be issued an “examination admission ticket” from the online application system in **Early-February**. Please download it from My Page and print it by the day of the entrance exam, or save it on your smartphone or tablet and prepare to present it on the day of the entrance exam. Also, please keep it in a safe place as you will need it on the day of the exam, the announcement of final results, and the enrollment procedures.

4. Entrance Exam

1) Selection Process

- (1) In the entrance exam, an oral exam is conducted. Enrollees are selected based on a comprehensive evaluation of the results of documentary reviews and oral exams.
- (2) Exam date and oral exam schedule

Date of exam	Time
February 15, 2024	From 10:00am Japanese Time

* The oral exam will be conducted on the date and time specified by the Graduate School. Details such as the exam date and time, meeting time, and Zoom URL are notified to the e-mail address registered in the online application system after the examination admission ticket is issued. Set up in advance to receive email from the @rikkyo.ac.jp domain. If you cannot confirm the e-mail after one week from the issuance of the examination admission ticket, please contact Course Admissions Officer, College Administration Office of the Graduate School of Intercultural Communication.

2) Notes on Entrance Exam

1. The exam will be conducted over video conferencing system “Zoom” (<http://zoom.us/>). Please register your account in advance.
2. Make sure you have the necessary equipment (computer, camera, microphone, speaker, earphones or headphones, etc.) and a stable internet connection. Before filing an application, be sure to check whether you can use Zoom by joining a Zoom test meeting (<https://zoom.us/test>).
3. On the day of the exam, the connection will be checked once at a specified time prior to the start of the exam. As a general rule, late applicants are not allowed to take the exam.
4. You must be alone in a quiet space with no one else entering during the exam. In order to make sure that no one other than you is present, a “virtual background” may not be used.
5. The exam will be conducted orally only. Applicants are not allowed to use chat or share a screen and record. The interviewer will record the interview in case of a connection problem. The recorded data will not be used for any purposes other than admission decision, and the data will be deleted after the admission decision date.
6. During the exam, any devices other than the device for using Zoom may not be used. You may not also use communication methods such as e-mail. In addition, you are not allowed to consult any books, materials or data, including your application documents, during the exam.
7. Please note that we cannot answer any technical questions related to your computer, network, or “Zoom.” And we cannot provide support when an accident occurs with your equipment or system.

[About the Video Conferencing System “Zoom” Advance Connection Test]

If you would like to have a Zoom connection test with us, please contact Course Admissions Officer, College Administration Office of the Graduate School of Intercultural Communication by **January 26, 2024**.

5. Announcement of Final Results

- (1) A list of the examinee numbers of successful applicants will be posted on the Internet at the following date and time.

Date and Time: **February 26, 2024, 11: 00am Japanese Time**

Final Results Announcement URL: <https://www.rikkyo.ac.jp/admissions/results/>

- (2) Successful applicants will be sent an Admission Letter by express mail on the date of final results announcement to the address entered in the online application system. If the Admission Letter has not been received within three days including the final results announcement date, please contact the Admissions Office (E-mail: admissions@rikkyo.ac.jp).

- (3) **We do not respond to any inquiries by telephone or mail regarding final results.**

The examinee numbers for successful applicants will be posted for seven days including the announcement date.

6. Enrollment Procedures

Enrollment procedures at Rikkyo are carried out via the Online Enrollment System.

To complete the enrollment procedures, all of the following must be done by the enrollment deadline: payment of the enrollment procedure fee, registration of information in the Online Enrollment System, and submission of enrollment documents. If you do not complete the stipulated enrollment procedures by the designated date, you will not be permitted to enroll.

1) Enrollment Procedure Period

April 2024 Entry

Enrollment Procedure Period: the final results announcement date – Wednesday, March 13, 2024

September 2024 Entry

1st Round of Enrollment Procedure Period: the final results announcement date – Wednesday, March 13, 2024

2nd Round of Enrollment Procedure Period: Monday, April 1, 2024 – Friday, May 31, 2024

For further information on the enrollment procedures, please download the “Enrollment Guidebook” from the Online Enrollment System and confirm the details. For instructions on how to log in to the Online Enrollment System, please refer to the "Enrollment Procedures Information Document" sent to successful applicants.

Withdrawing from Admission

Those who need to withdraw after completing the enrollment procedures to Rikkyo University may file for either Case A or Case B withdrawal as shown below. Please check the “Enrollment Guidebook” for details.

April 2024 Entry

A

After completing the enrollment procedures, those who wish to withdraw from enrollment for unavoidable reasons and have their withdrawal accepted through the prescribed procedures will receive a refund of **academic fees and other payments excluding the admission fee** (refunds are due in late May).

Application deadline: **March 30, 2024**

Application method: (1) Telephone call
(2) Procedures in the Online Enrollment System
*No need to submit documents

B

After completing the enrollment procedures, those who cannot fulfill the eligibility requirements by failing to graduate or completing the program and have their withdrawal accepted through the prescribed procedures will receive a refund of the **admission fee, academic fees, and other payments** (refunds are due in late May).

Application deadline: **April 15, 2024**

Application method: (1) Telephone call
(2) Procedures in the Online Enrollment System
(3) Submission of a certificate that confirms your inability to graduate or complete the course (must arrive by the deadline)

September 2024 Entry

A

After completing the enrollment procedures, those who wish to withdraw from enrollment for unavoidable reasons and have their withdrawal accepted through the prescribed procedures will receive a refund of **academic fees and other payments excluding the admission fee** (refunds are due in late October).

Application deadline: **Mid-September, 2024**
Application method: (1) Telephone call
(2) Procedures in the Online Enrollment System
*No need to submit documents

B

After completing the enrollment procedures, those who cannot fulfill the eligibility requirements by failing to graduate or completing the program and have their withdrawal accepted through the prescribed procedures will receive a refund of the **admission fee, academic fees, and other payments** (refunds are due in early November).

Application deadline: **Late-September, 2024**
Application method: (1) Telephone call
(2) Procedures in the Online Enrollment System
(3) Submission of a certificate that confirms your inability to graduate or complete the course (must arrive by the deadline)

2) Health Checkup for Enrollees

Please take the health checkup at the date and time specified in the Orientation Event List that can be viewed after completing the enrollment procedures.

As a result of the health checkup, if an enrollee is found to have a serious illness or other difficulty in attending the program, a leave of absence may be taken.

3) Obtaining “Student” Status of Residence (Visa Status)

Those who do not hold a status of residence in Japan are required to apply for the “Student” status using the following system by the designated date. For details, please check the “Enrollment Guidebook” available after passing the examination.

Rikkyo Status of Residence Management System (IRIS): <https://iris.rikkyo.ac.jp/sp/entry>

(Application deadline: March 6, 2024 for April 2024 entry and May 31, 2024 for September 2024 entry)

Academic Fees and Other Payments (Amount to Be Remitted in the First Academic Year)

Academic fees and other payments are paid in two installments. The amounts of academic fees and other payments for the first year in the 2024 academic year are as follows.

Academic Fees and Other Payments for the 2024 Academic Year: Master's Program (unit: yen)

Category		Academic fees			Other payments	Total payments at the time of enrollment	Amount to be remitted in the second semester	Total first-year payment amount
		Admission fee (first year only)	Tuition (*)	Experiment and practical training fees (*)	Rikkyo Student Mutual-Aid Health Insurance Union fee (*)			
Graduate school								
Christian Studies		225,000	690,000 (345,000)	—	3,500 (1,750)	571,750	346,750	918,500
Arts		225,000	690,000 (345,000)	—	3,500 (1,750)	571,750	346,750	918,500
Economics		225,000	683,000 (341,500)	—	3,500 (1,750)	568,250	343,250	911,500
Science	Graduate Program in Mathematics	225,000	787,000 (393,500)	—	3,500 (1,750)	620,250	395,250	1,015,500
	Graduate Program in Physics Graduate Program in Life Science	225,000	787,000 (393,500)	40,000 (20,000)	3,500 (1,750)	640,250	415,250	1,055,500
	Graduate Program in Chemistry	225,000	787,000 (393,500)	80,000 (40,000)	3,500 (1,750)	660,250	435,250	1,095,500
Sociology		225,000	683,000 (341,500)	—	3,500 (1,750)	568,250	343,250	911,500
Law and Politics		225,000	683,000 (341,500)	—	3,500 (1,750)	568,250	343,250	911,500
Tourism		225,000	683,000 (341,500)	—	3,500 (1,750)	568,250	343,250	911,500
Community and Human Services		225,000	690,000 (345,000)	—	3,500 (1,750)	571,750	346,750	918,500
Business	Graduate Program in Business	225,000	1,175,000 (587,500)	—	3,500 (1,750)	814,250	589,250	1,403,500
	Graduate Program in International Business (Except Public Management and Administration course)	225,000	683,000 (341,500)	—	3,500 (1,750)	568,250	343,250	911,500
Contemporary Psychology	Graduate Program in Clinical Psychology	225,000	723,000 (361,500)	30,000 (15,000)	3,500 (1,750)	603,250	378,250	981,500
	Graduate Program in Psychology Graduate Program in Body Expression and Cinematic Arts	225,000	723,000 (361,500)	15,000 (7,500)	3,500 (1,750)	595,750	370,750	966,500
Intercultural Communication		225,000	690,000 (345,000)	—	3,500 (1,750)	571,750	346,750	918,500
Sport and Wellness		225,000	723,000 (361,500)	15,000 (7,500)	3,500 (1,750)	595,750	370,750	966,500

(*): Amount to be remitted at the time of enrollment procedure

[Notes on Academic Fees and Other Payments]

- Admission fees are collected only at the time of enrollment. The admission fee is 113,000 yen for those who have graduated, are due to graduate, or have withdrawn from an undergraduate program of Rikkyo University and those who have graduated, are due to graduate, or have withdrawn from a graduate program of Rikkyo University.
- Tuition includes a 120,000 yen semester enrollment fee (60,000 yen per semester).
- Experiment and practical training fees are for experiments, practical training, seminars, research, and orientation.
- In the Graduate School of Science, students who do not take experiments as stipulated in the course guidebook for the Graduate School of Science and students who are studying abroad while enrolled at the university do not need to pay experiment and practical training fees.

Academic Fees and Other Payments (Amount to Be Remitted in the First Academic Year)

Academic fees and other payments are paid in two installments. The amounts of academic fees and other payments for the first year in the 2024 academic year are as follows.

Academic Fees and Other Payments for the 2024 Academic Year: Master's Program (unit: yen)

Category	Academic fees		Other payments	Total payments at the time of enrollment	Amount to be remitted in the second semester	Total first-year payment amount
	Admission fee (first year only)	Tuition (*)	Rikkyo Student Mutual-Aid Health Insurance Union fee (*)			
Graduate school						
Business Administration	225,000	1,043,000 (521,500)	3,500 (1,750)	748,250	523,250	1,271,500
Social Design Studies (Except Master of Social Development and Administration Course)	225,000	1,043,000 (521,500)	3,500 (1,750)	748,250	523,250	1,271,500
Master of Social Development and Administration Course, Graduate Program in Business Administration in Network and Social Organization, Social Design Studies	—	1,800,000 (900,000)	3,500 (1,750)	901,750	901,750	1,803,500
Artificial Intelligence and Science	225,000	1,500,000 (750,000)	3,500 (1,750)	976,750	751,750	1,728,500

(*): Amount to be remitted at the time of enrollment procedure

[Notes on Academic Fees and Other Payments]

- (1) Admission fees are collected only at the time of enrollment. The admission fee is not charged for those who have graduated or are due to graduate from an undergraduate program of Rikkyo University and those who have graduated or are due to graduate from a graduate program of Rikkyo University. The admission fee for those who have withdrawn from an undergraduate or graduate program of Rikkyo University is 113,000 yen.
- (2) Tuition includes a 120,000 yen semester enrollment fee (60,000 yen per semester).

Information Regarding the Japanese Government Deferred Tuition Payment System for Tuition Fees for Master's Students

Those who qualify for the JASSO Type 1 Scholarship (in terms of household finances and academic ability) may be eligible for the Deferred Tuition Payment System by following the prescribed procedures after entering the Master's program (for students entering in April 2024, it is also necessary to have received support under the New Student Support System during their undergraduate studies and to enter the Master's program without intervening work or other circumstances). Details will be posted on the SPIRIT Scholarship website in late March. Be sure to review the information if you plan to apply.

In addition, successful applicants who wish to use this system after enrollment and have undergone a preliminary review prior to the enrollment procedure and have been confirmed as meeting the qualifications will be eligible for deferment of payment of academic fees and other payments at the time of the enrollment procedure. Those who wish to use this system and apply for deferment of payment must follow the procedures below.

*If you have not undergone the preliminary review, or if you are found to be ineligible through the preliminary review, you will not be eligible for the deferment of academic fees and other payments at the time of enrollment procedure.

Procedures for Deferment of Payment

Those who wish to use this system must complete the following procedures after the results are announced. For details, please refer to the "Enrollment Guidebook", which can be viewed after passing the entrance exam.

*Please note that some graduate schools may only have a short period of time between the announcement of final results and the procedure deadline.

*Please do not "pay the enrollment procedure fee" and "submit the enrollment procedure documents" until you have received the results of the preliminary review.

(1) Inform the university that you wish to defer payment (Enrollee → University)

Deadline: Tuesday, March 5, 2024

Please file a request that you wish to use the "Deferred Tuition Payment System" after enrollment and defer payment of academic fees and other payments at the time of enrollment using the "Pre-Contact Form for Deferred Tuition Payment System" provided in the "Enrollment Guidebook".

The university will then send you the necessary documents and information on the further procedures.

(2) Apply for preliminary review (Enrollee → University)

Deadline: Friday, March 8, 2024

Upload the following documents (i) - (iii) to the "Application Form for Preliminary Review of the Deferred Tuition Payment System" provided in the "Enrollment Guidebook." These documents will be used to conduct a preliminary review to confirm your eligibility.

Documents Required for Preliminary Review

- (i) Application form for deferment of tuition payment (university specified form)
- (ii) Income certificate of the enrollee for the year 2023 (issued in 2023 (for the year 2022))
- (iii) One of the following, depending on employment status:
 - a. Withholding Tax Certificate for the year 2023
 - b. Pay slips for the last 3 months
 - c. Books of account showing sales, expenses, etc. for the last 3 months

* Original copies of the above documents must be submitted at the time of enrollment procedure, so make sure to retain and prepare original copies of each.

(3) University notifies the results of the preliminary review (University → Enrollee)

Based on the submitted documents, the university will conduct a preliminary review to determine if the applicant meets the qualifications and notify the applicant of the results.

Those who meet the qualifications and are eligible for deferment of payment of academic fees and other payments at the time of enrollment procedures will be sent a bank transfer form for the admission fee only.

(4) Complete the enrollment procedure (Enrollee → University)

Deadline: Wednesday, March 13, 2024

Make sure to complete enrollment procedures by the prescribed deadline.

For those who are deemed eligible for payment deferment must submit original copies of all of the documents (i) through (iii) under item (2) above to the University along with the enrollment documents.

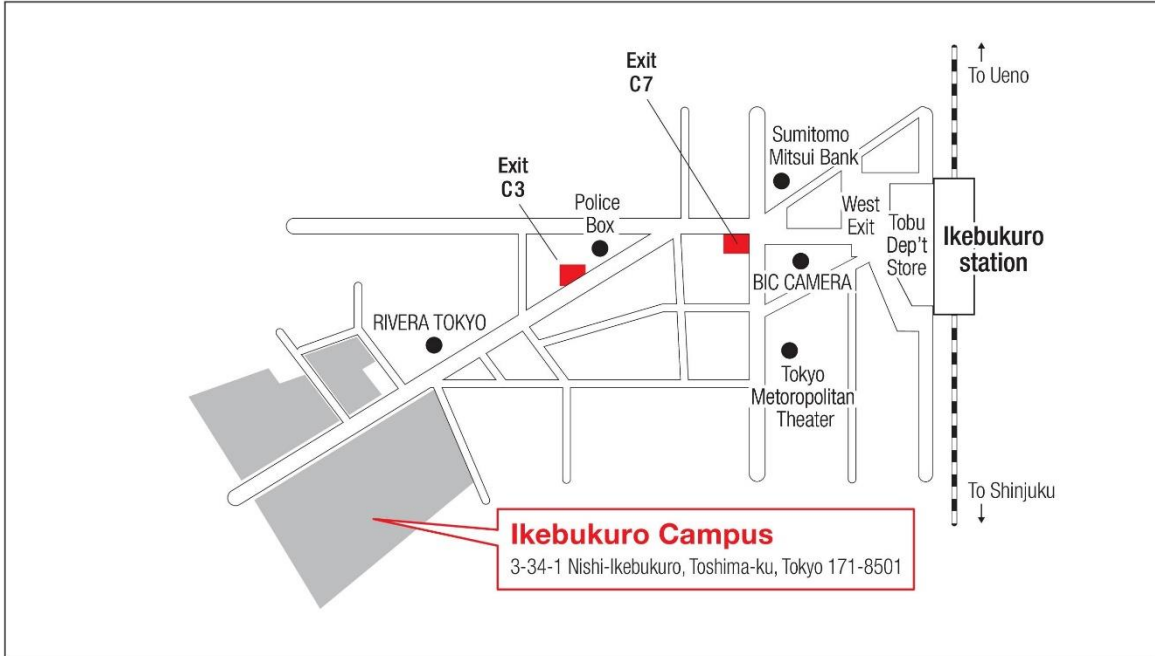
(5) Procedures after enrollment (Enrollee → University)

Details on these procedures will be posted in late March on the SPIRIT Scholarship website. Make sure to confirm the information accordingly.

Ikebukuro Campus Information Map

Get off at Ikebukuro Station on the JR Yamanote Line, Saikyo Line, Shonan-Shinjuku Line, Tobu Tojo Line, Seibu Ikebukuro Line, Tokyo Metro Marunouchi Line, Yurakucho Line or Fukutoshin Line.
About a 7-minute walk from the west exit.

Route to the Exam Site



Ikebukuro Campus Information Map

