

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]

- (1) 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.
- (2) Tuition includes a 120,000 yen semester enrollment fee (60,000 yen per semester).
- (3) Experiment and practical training fees are for experiments, practical training, seminars, research, and orientation.
- (4) 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.

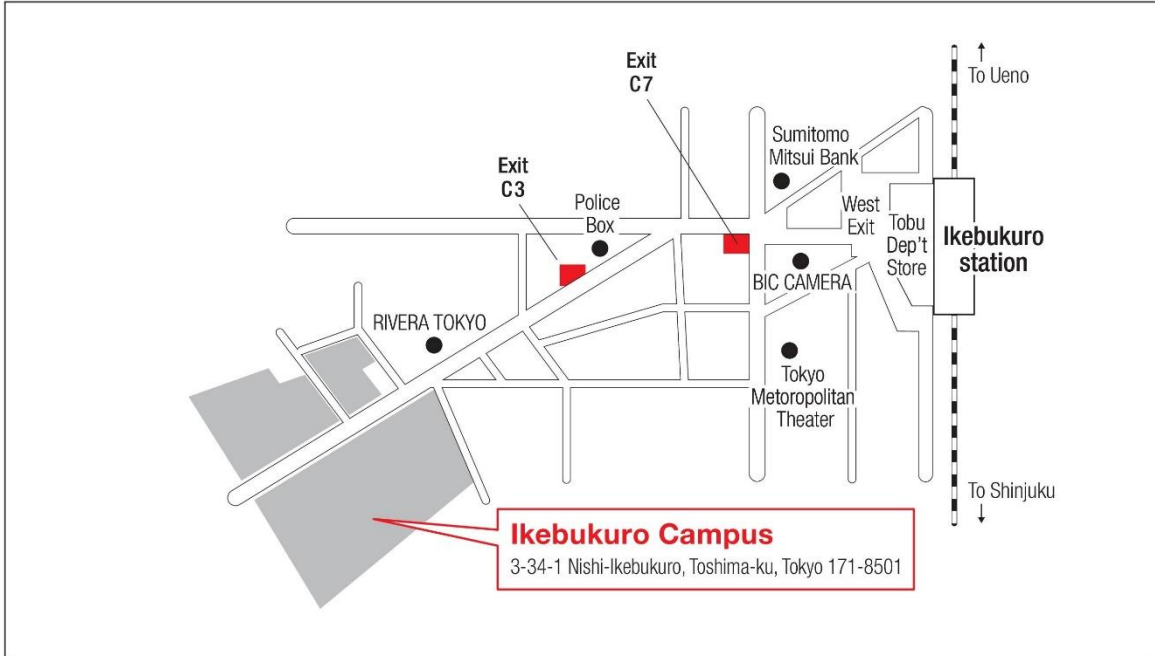
(5) Procedures after enrollment (Enrollee → University)

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

