

## 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

**September 2023 Entry** **Enrollment Procedure Period: Friday, July 7, 2023 – Friday, July 21, 2023**

**April 2024 Entry** **Enrollment Procedure Period: Early January, 2023 – Friday, February 2, 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 (the "Enrollment Procedures Information Document" will be enclosed with the "Admission Letter" for successful applicants for September 2023 entry and sent to successful applicants for April 2024 entry at the beginning of January 2024).

### 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.

#### September 2023 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: **September 19, 2023**  
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: **September 30, 2023**  
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)

## 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)

## 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.

# 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 2023 academic year are as follows. The amounts of academic fees and other payments for the first year in the 2024 academic year are still to be determined.

## Academic Fees and Other Payments for the 2023 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 (*)	Research membership fee (*)	Rikkyo Student Mutual-Aid Health Insurance Union fee (*)			
Graduate school									
Christian Studies		225,000	690,000 (345,000)	—	3,000 (1,500)	3,500 (1,750)	573,250	348,250	921,500
Arts		225,000	690,000 (345,000)	—	3,000 (1,500)	3,500 (1,750)	573,250	348,250	921,500
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)	—	1,500 (750)	3,500 (1,750)	569,000	344,000	913,000
Law and Politics		225,000	683,000 (341,500)	—	2,000 (1,000)	3,500 (1,750)	569,250	344,250	913,500
Tourism		225,000	683,000 (341,500)	—	1,500 (750)	3,500 (1,750)	569,000	344,000	913,000
Community and Human Services		225,000	690,000 (345,000)	—	3,000 (1,500)	3,500 (1,750)	573,250	348,250	921,500
Business	Graduate Program in Business	225,000	1,175,000 (587,500)	—	3,000 (1,500)	3,500 (1,750)	815,750	590,750	1,406,500
	Graduate Program in International Business (Except Public Management and Administration course)	225,000	683,000 (341,500)	—	3,000 (1,500)	3,500 (1,750)	569,750	344,750	914,500
	Public Management and Administration course, Graduate Program in International Business	—	1,800,000 (900,000)	—	3,000 (1,500)	3,500 (1,750)	903,250	903,250	1,806,500
Contemporary Psychology	Graduate Program in Clinical Psychology	225,000	723,000 (361,500)	30,000 (15,000)	3,000 (1,500)	3,500 (1,750)	604,750	379,750	984,500
	Graduate Program in Psychology Graduate Program in Body Expression and Cinematic Arts	225,000	723,000 (361,500)	15,000 (7,500)	3,000 (1,500)	3,500 (1,750)	597,250	372,250	969,500
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)	3,000 (1,500)	3,500 (1,750)	597,250	372,250	969,500

(\*): 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 2023 academic year were as follows. The amounts of academic fees and other payments for the first year in the 2024 academic year are still to be determined.

### Academic Fees and Other Payments for the 2023 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

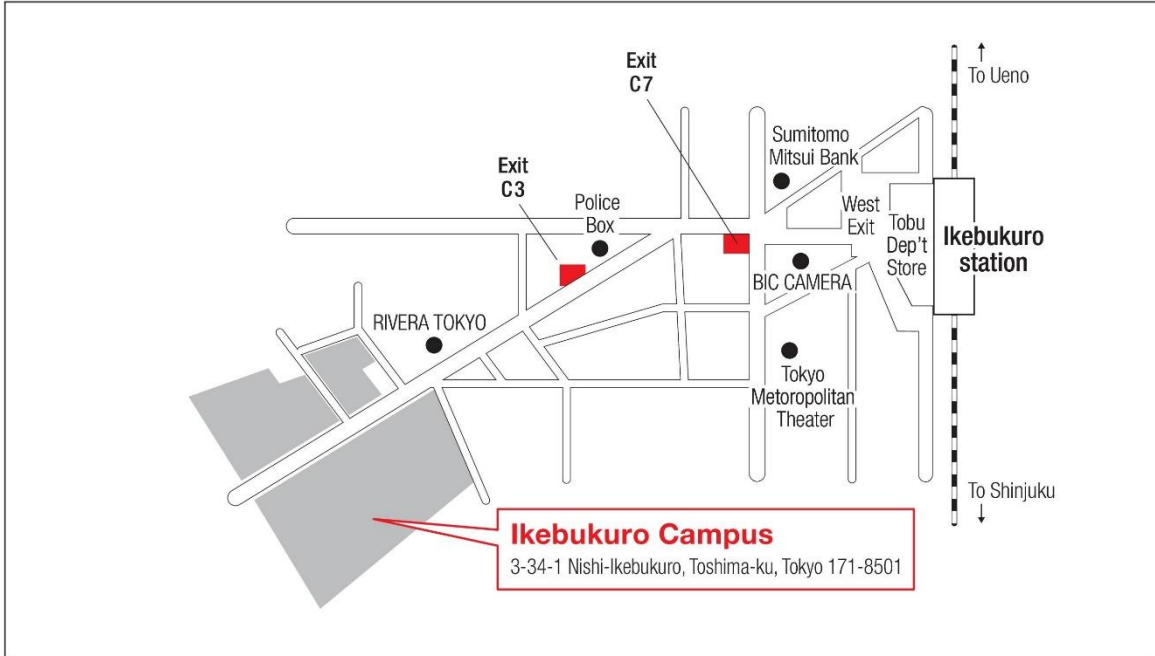
#### [Notes on Academic Fees and Other Payments]

- (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).

# 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

