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/daigakuin2025/suer_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	**May 13 (0:00:00am Japanese Time) to May 17 (11:59:59pm Japanese Time), 2024**
Deadline for filing the application documents	**May 17, 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 **April 25, 2024** 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 enrollment.	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 May 13, 2024 (0:00:00am Japanese Time) to May 17, 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>
June 7, 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 Late May.

Applicants who passed the 1st round screening (document screening) need to 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) The 2nd round screening (oral exam) will be conducted for those who pass the 1st round screening (document screening). Enrollees are selected based on a comprehensive evaluation of the results of document screening and oral exam.

(2) Exam date and oral exam start time

Exam date	Time
July 6, 2024	From 10:00am

* 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 announcement of results of the 1st round screening. Set up in advance to receive email from the @rikkyo.ac.jp domain.

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 June 24, 2024.