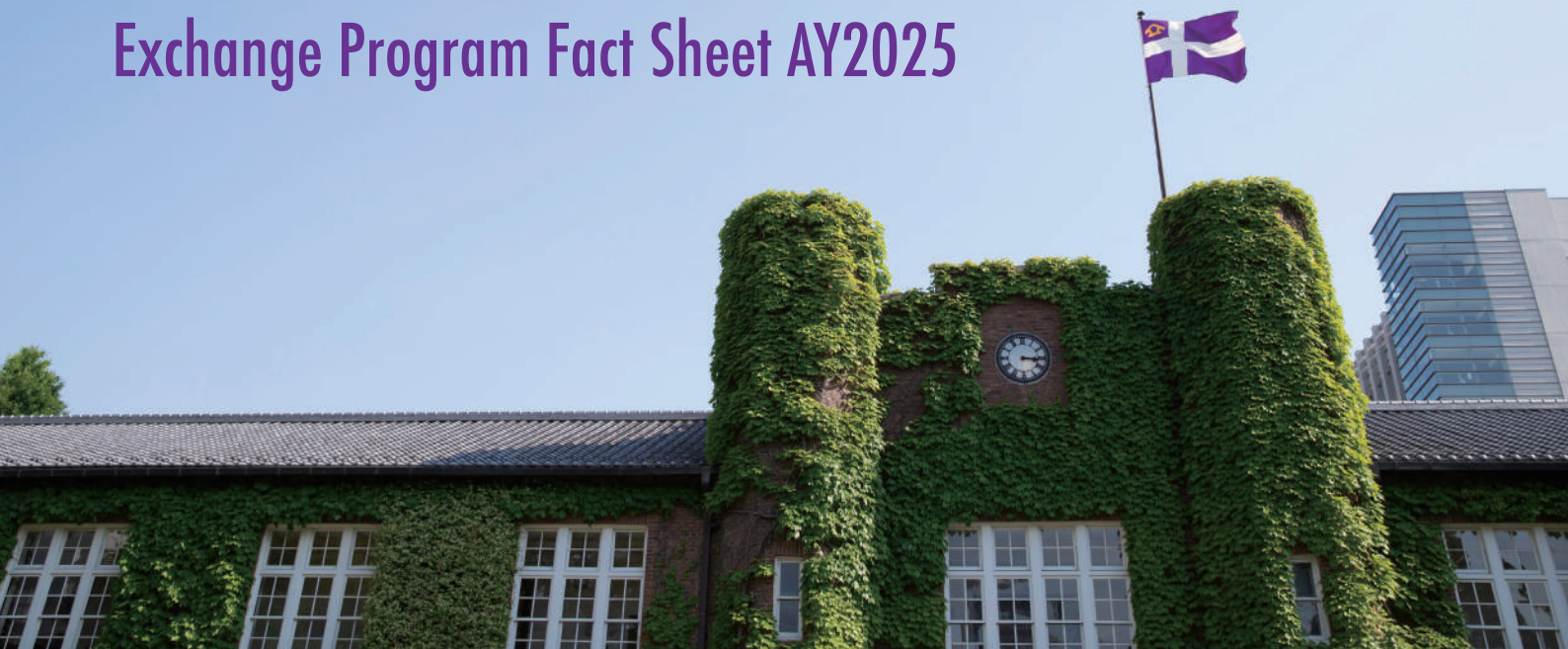


# Exchange Program Fact Sheet AY2025



## ABOUT RIKKYO

Rikkyo University, also known as Saint Paul's University, is a private university in Tokyo, Japan. Founded in 1874 by the Anglican Church, it is one of Japan's oldest and most prestigious private universities. Rikkyo offers a comprehensive range of undergraduate and graduate programs across various fields, including arts, sciences, social sciences, and business. The university is renowned for its liberal arts education, emphasis on critical thinking, and strong international programs, including partnerships with numerous institutions worldwide. With a vibrant campus life and a commitment to fostering global leaders, Rikkyo University stands out as a significant educational institution in Japan.

## COB/GSB AT A GLANCE

- Approximately 1,600 undergraduate and 100 graduate students in total.
- 10% are international students.
- Welcomes over 100 exchange students from all over the world annually.
- Offers a general business and management program focusing on courses in the areas of accounting & finance, marketing, international business, human resource management, and cross-cultural communication as well as numerous project-based courses.
- Has over 40 overseas partner institutions.
- 91% employment rate upon graduation.
- Located in the center of Tokyo.
- Has its own Buddy Program run by the COB students

## ACADEMIC CALENDAR

### Spring Semester

Expected Arrival Dates: End of March  
Mandatory Orientation: End of March to early April  
Class Dates\*: Early April to the end of July  
Final examinations: End of July

### Fall Semester

Expected arrival dates: Early September  
Mandatory Orientation: Early to mid September  
Class Dates\*: Mid-September to early February in the next year  
Final examinations: End of January to early February

Semester dates for the next academic year is confirmed in February every year.  
\* Term dates include final examination period.

### Early Returns for Fall Semester

(not applicable to Spring term)

If classes/registration for the following (new) term resume at the home institution before the final class at Rikkyo in January, it is possible to make special arrangements to leave Rikkyo after the final class in December. Certain restrictions apply.



## APPLICATION PROCESS

The application process consists of two stages:

### 1. Nomination Process (by Partner Institutions)

Students must be nominated by the partner institution using the online nomination platform. The link to the platform is to be shared with partner institutions via email once the nomination is open.

*The nomination period:*

Fall term: January 15th - March 15th

Spring term: September 1 - October 31st in the previous year

### 2. Applications (by Student Nominee)

After receiving a nomination from our partner institutions each student is sent the link to the online application system in order to complete their application when the application is open.

*Application period:*

Fall term: February 15th - March 15th

Spring term: October 1st - 31st in the previous year

## REQUIREMENTS

### GPA:

2.5 or above in 4.0-scale grade recommended.

### Languages:

English - No official English language proficiency score is required but a CFER B2 level or above is strongly recommended.  
Japanese - JLPT N1 is required in order to enroll in a course taught in Japanese.

## HOUSING

Exchange students can apply to stay at the Rikkyo University International Dormitory. The housing application is included in the online application. Room availability is limited. Alternatively you can choose private housing.

Visit [here](#) for more information.

## CERTIFICATE OF ELIGIBILITY & STUDENT VISA

All non-Japanese nationals must apply for a student visa prior to arrival. After notification of acceptance by Rikkyo, students must wait to receive their Acceptance Letter and Certificate of Eligibility, and then use them to apply for a student visa at their nearest Japanese Embassy or Consulate. Students who enter Japan with a tourist visa and attempt to apply for a student visa while residing in Japan will not be supported. There is no guarantee that the Japanese Immigration Bureau would grant student visas in such as case.

## STUDYING AT RUCOB

### Workload per Semester

Bachelor level exchange students:

A minimum course load of 6 courses per semester

Master level exchange students:

A minimum course load of 1 course per semester

### Number of Credits

One Business course is 2 credits, and one Japanese language course is worth 1 credit.

### Contact Hours

Most Business courses meet once a week for a 100-minute class session. Total contact hours for one Business course is 22.5 hours.

### Course List

Visit [here](#).

### Course Offering

- Exchange students of COB/GSB are welcome to take courses offered by COB/GSB as well as by other Colleges.
- The latest course list will be only available two months prior to the next semester. Till then, please refer the list from last year. Majority of the courses should be available except a few minor changes.
- RUCOB/GSB's strength lies in Business courses with Japan/Asia-Global perspective.
- We provide the largest number of business courses in English in Northern Japan.
- Some of the courses might have a limited number of seats available or require pre-application.
- Qualified bachelor level students are welcome to enroll in Master level courses.

### Course Registration

Course registration takes place during the orientation week upon arrival.

### Grading

Grades are show on transcripts on a five level range of:  
S (4.0), A (3.0), B (2.0), C (1.0), D (0.0): Fail

No "plus," "minus" or fraction grades are used.

### Transcript of Record

Transcript of record (ToR) will be sent to partner institution office upon students' completion of the exchange program. Careful consideration should be given to the timeframe for credit transfer. No urgent processing of your grades is possible.

ToR will be available at:

For Spring term: September 1st

For Fall term: April 1st







### ARRIVING IN TOKYO

- The closest international airports are Narita airport and Haneda airport.
- There is no airport pick-up service. Tokyo and its neighboring areas are well connected by public transportations.
- From Narita airport, use Narita Express or Keisei Skyliner for easy access to the central Tokyo area; from Haneda Airport, use the Tokyo Monorail or Keikyu Line.
- Flights landing before noon are highly recommended because it will take several hours to go through the immigration and get to the city center.
- Bring some cash as not-all shops accept credit card.
- You can sign up for a SIM card during the orientation.
- Tokyo is one of the safest cities in the world, but stay cautious of your surroundings.

### LIVING IN TOKYO

#### The City of Tokyo

Tokyo, the capital city of Japan, is one of the world's most populous and vibrant metropolitan areas. Approximately 14 million people in the city proper, with over 37 million in the Greater Tokyo Area, making it the most populous urban area in the world. It is central to Japanese economic and political activities, as well as a global hub for finance, fashion, and technology. Tokyo seamlessly combines traditional Japanese culture with cutting-edge modernity. Despite its urban density, Tokyo offers numerous parks and green spaces, such as Ueno Park and Shinjuku Gyoen and exciting entertainment culture that some of you may have never experienced before!

#### Cost of Living

The average monthly living expense for international students in Tokyo is approximately ¥160,000 yen.

#### Mandatory Travel Insurance (Mandatory)

Exchange students are required to have a valid travel insurance issued within their home country.

#### National Health Insurance Program (Mandatory)

Exchange students are required to join the National Health Insurance Program (Kokumin Kenko Hoken) as required under Japanese Immigration Law. The National Health Insurance will defray about 70% of the total cost of covered medical procedures. The Insurance premiums are approximately ¥5,000 per month.

#### Rikkyo Student Mutual-Aid Health Insurance (Optional)

Exchange students are welcome to join an additional student insurance organized by the Japan University Union. This insurance will defray the 30% of total medical costs which, combined with the National Health Insurance Program, effectively assures students of complete medical coverage. The Insurance premiums are approximately ¥1,750 per semester.

#### Commuter pass for Trains/Metros

Exchange students are qualified to have a commuter pass at a student discount rate for trains/metros between the main campus (either Ikebukuro or Niiza) and your residence. Depending on your commuting route, the monthly fee can range from ¥2,000 to ¥5,000.

### STUDENT SERVICES ON CAMPUS

#### Student Counseling Center

The Student Counseling Center provides counseling services regarding a variety of issues encountered in student life. Students can receive a referral to an appropriate medical institution or care facility if needed. English is available in some sessions. Please contact COB Office to make an appointment for an English session.

Visit [here](#) for more information.

#### Support Office for Students with Special Needs

To foster an inclusive environment that addresses both academic challenges and broader aspects of campus living for students with special needs, specialist coordinators will work together to tailor accommodations to the unique needs of each student. Support such as note-taking assistance, accessible materials, and modified exam arrangement are available. Please contact COB Office for a consultation.

Both Ikebukuro and Niiza campus are designed to be accessible for people with physical disabilities.

Visit [here](#) for more information.

#### Other Facilities

RU offers a wide range of facilities, including modern libraries, sports centers (training gym, tennis courts, 50m-pool, etc.), on-campus health clinic, several dinings and cafes, and a chapel for reflecting its Christian heritage.





**COLLEGE OF BUSINESS & GRADUATE SCHOOL OF BUSINESS  
INTERNATIONAL BUSINESS PROGRAM OFFICE**

**Program Director** Dr. Nobuya Takezawa (Mr.) [takezawa@rikkyo.ac.jp](mailto:takezawa@rikkyo.ac.jp)

**Bachelor & Master level Exchange Program/Bachelor Double Degree Program**

Program Coordinator Rie Watanabe (Ms.)  
Program Coordinator Satomi Taniguchi (Ms.)

**Master level Double Degree Program**

Program Coordinator Hiromi Ikemoto (Ms.)

**CONTACT**

**Agreements & Partnerships:** [coboutgoing@rikkyo.ac.jp](mailto:coboutgoing@rikkyo.ac.jp)

**Bachelor & Master level Exchange Program & Bachelor level Double Degree Program**

For your students coming to RUCOB: [cobincoming@rikkyo.ac.jp](mailto:cobincoming@rikkyo.ac.jp)  
For our students going to partner insitutions: [coboutgoing@rikkyo.ac.jp](mailto:coboutgoing@rikkyo.ac.jp)

**Master level Double Degree Program**

For your students coming to RUCOB: [mib@rikkyo.ac.jp](mailto:mib@rikkyo.ac.jp)  
For our students going to partner insitutions: [mib@rikkyo.ac.jp](mailto:mib@rikkyo.ac.jp)

**VISITING & MAILING ADDRESS**

McKim Hall 6F #611, 3-34-1 Nishiikebukuro, Toshima-ku, Tokyo 171-8501 JAPAN

**DIRECT OFFICE PHONE NUMBER**

+81.3.3985.4241