

Pre-Admission Credit Approval Application Form (for college)

Date: _____, _____

To: College of _____ Dean, RU

I will attach the necessary documents in order to receive credit approval as follows.

Applicant	Belong to College of _____ / Department of _____ Year _____							
	Name _____		Student number _____					
Institution where you acquired credits (University name, etc.)	_____							
Course registration status for acquired credits	<input type="checkbox"/> Took a course (as a degree-seeking student · as a non-degree student) at the above-mentioned place of credit-acquisition, excluding this school, prior to entering this school <input type="checkbox"/> Took a course (as a degree-seeking student · as a non-degree student) at Rikkyo university prior to entering. <input type="checkbox"/> Others (status: _____)							
Course in which you are applying for credit approval								
Column for university use								
	Course name	Number of credits	Grade	Dates of the course	Where credit approval is received	Category	Course name	Number of credits
1				Month / Year - Month / Year -	Specialized / University-wide			
2				Month / Year - Month / Year -	Specialized / University-wide			
3				Month / Year - Month / Year -	Specialized / University-wide			
4				Month / Year - Month / Year -	Specialized / University-wide			
5				Month / Year - Month / Year -	Specialized / University-wide			
6				Month / Year - Month / Year -	Specialized / University-wide			
7				Month / Year - Month / Year -	Specialized / University-wide			
8				Month / Year - Month / Year -	Specialized / University-wide			
9				Month / Year - Month / Year -	Specialized / University-wide			
10				Month / Year - Month / Year -	Specialized / University-wide			

※When applying, you must attach your academic transcripts and syllabi issued by the institution where you obtained credit approval (unless it is Rikkyo University).
 ※If the institution where you obtained credit approval is a junior college, a graduate program of a higher college, you must attach documents indicating the academic performance evaluation criteria and class hours.
 ※If the attached documents are written in a language other than Japanese or English, Japanese or English translation is required.
 ※Please note that unless the approved subjects are designated as "multiple registrations possible" according to the course registration regulations, you cannot take those courses again.
 ※Please write with a ballpoint pen.

Section to be used by the university.

Confirmation of attached documents	<input type="checkbox"/> Academic transcripts (Japanese, English and others) <input type="checkbox"/> Syllabus (Japanese, English and others) <input type="checkbox"/> Documents to confirm academic performance evaluation standards and class hours (Japanese, English and others) <input type="checkbox"/> Others (_____)
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Reception seal