



RIKKYO UNIVERSITY

AY2020 New International Student Orientation

International Office

International Office①

Ikebukuro Campus McKim Hall (Build. 15) 1st Floor

Regular Student Section

☎ 03-3985-4803 ✉ rikkyo-seiki@rikkyo.ac.jp

Niiza Campus Build. 7 2nd Floor

Business in charge of Institutional Guarantee System ▪ Dormitory ▪ Tutoring Service

☎ 048-471-6792 ✉ NkokusaiC@rikkyo.ac.jp

Please save the above contact information on your mobile phone. When you contact us by email, please specify your name and your department you belong to.

- ★International Office provides various information such as procedures of status of residence, scholarships for international students, dormitories/apartment's contract, international exchange events, and other necessary information for your study abroad life.
- ★Notifications to International Students will be usually posted on the bulletin boards on campus. Since we regard matters on the bulletin board as already communicated to all international students, please keep your attention to our notifications so that you won't miss any of them.
- ★New announcements about scholarships and international exchange events will be provided by emailing list. The destination of these email will be your Rikkyo email address 【student ID#@rikkyo.ac.jp】



IMPORTANT

Please make sure to let us know promptly in the following cases.

✂ If the International Office cannot reach you in case of emergency, it can cause disadvantages of various procedures!!

- Change of your Address or phone number in Japan (You MUST notify Academic Affairs Office as well)
- Change of Address in your home country or your emergency contact information
- Change of your email Address
- When you leave Japan temporarily for vacation etc.
(Submission of “Notification of Leaving Japan”)

Residence Card

You must carry your Residence Card all the time once it is issued! That is required by Japanese Immigration Regulation.

You must present it promptly upon request by an immigration officer or police officer.

If you are not carrying your card with you, the penalty can be a fine of up to 200,000 yen and if you refuse to present it, you may be punished with imprisonment for not more than one year or a fine not exceeding 200,000 yen.

★Notification of a change in an item on the residence card

① Address :

If you change your place of residence, you need turn in both "**Notification of Moving-out**" and "**Notification of Moving-in**" to the city/ward office of your new/previous residence. within 14 days of moving to the new residence.

(Moving-out) The city/ward office of your previous residence

(Moving-in) The city/ward office of your new residence

② Other than the address

The Regional Immigration Office



Visa & Immigration Matters① RIKKYO UNIVERSITY

Students who graduated from educational institution in Japan and have been staying in Japan with a “Student” visa before the enrollment of Rikkyo

You must submit **【NOTIFICATION OF THE ACCEPTING ORGANIZATION】** to the Immigration Bureau within 14 days of a change in any of the following items mentioned below:

- when you have left an accepting organization he/she belongs to (for graduation/leaving school/expulsion)
- when you transfer into another organization

Visa & Immigration Matters② RIKKYO UNIVERSITY

APPLICATION FOR EXTENSION OF PERIOD OF STAY

When the expiration date of your duration of stay is approaching, you need to submit an application for the extension of your stay to the Immigration Bureau. You may submit the extension application up to 3 months prior to the expiration date. Before you apply to the Immigration Bureau, you need to submit necessary documents to the International Office to get “Application for extension of period of stay(for organization)” International Office cannot issue “Application for extension of period of stay” on the day you apply for it, so that you should give yourself extra time to get them ready.

You need to go to the Immigration Bureau for the application in person. After you receive a notification from them, you can pick a new residence card. Please make sure you keep the deadline for pickup.

When you have to submit a copy of your new residence card to International Office within a week of the acquisition.

【IMPORTANT : Immigration Bureau strictly inspect ones who take few credits】
“College Student” status is given to those staying in Japan for the purpose of study.
Your attitude of tacking your study and research is an important element which substantially affect your study abroad life and the Immigration Bureau strictly inspect ones who take few credits. If extending your period of stay is not granted, that will end up disrupting your study abroad life in Japan. You ought to concentrate on study and research at Rikkyo!

Visa & Immigration Matters③ RIKKYO UNIVERSITY

APPLICATION FOR PART-TIME WORK PERMIT

If you wish to work part-time in Japan, you have to first obtain **"Permission to engage in activity other than that permitted under the status of residence previously granted"** from the Immigration Bureau.

Application Destination: The Immigration Bureau

Required Documents: "Application for permission to engage in activity other than that permitted under the status of residence previously granted" form, residence card, passport

※The application form is available at International Office.

【IMPORTANT: Number of hours you can work】 **※Working more hours than permitted is against the law**

- **Up to 28 hours**/week when classes are in session;
- **Up to 8 hours**/day during the university's official vacation or recess

THE RE-ENTRY PERMIT SYSTEM

Foreign nationals in possession of a valid passport and residence card who will be reentering Japan within 1 year of their departure to continue their activities in Japan will not be required to apply for a re-entry permit. (This is called a "Special Re-entry Permit.")

When you leave Japan, be sure to present your residence card and tick the column indicating your intention of departure by the Special Re-entry Permit System on an ED card for Special Re-entry Permit.

If you will leave Japan for one year or more due to leave of absence, etc. , you need to obtain a re-entry permit from the Immigration Bureau beforehand.

NOTIFICATIONS OF LEAVING JAPAN

When you leave Japan temporarily for your home country or vacation, etc., you need to submit "Notification of leaving Japan" to International Office to notify the period of leaving Japan and your contact information while leaving Japan.

Learning Support

INTERNATIONAL STUDENT TUTORING SERVICE

In case your academic supervisor deemed necessary, international students who enroll in degree programs may receive guidance in the following kinds of writing in a foreign language during the predetermined period in the same academic year of the submission.

- Master's thesis or equivalent
- Doctoral thesis

However, this support is only available when writing in a language other than your native language. If you wish to use this service, please consult with the International Office in advance.

JAPANESE LANGUAGE SUPPORT DESK

- Checking documents written in Japanese such as reports, research papers, etc.
- Advice on Japanese language learning methods
- Introduction to Japanese language learning materials
- Providing information about various Japanese language proficiency tests
- Various other supports on learning Japanese

■Ikebukuro Campus Japanese Language Support Desk Room (McKim Hall, 9th floor)

■Niiza Campus Classroom N847 (Building No.8, 4th floor)

* Make an appointment via The CJLE website. <https://cjle.rikkyo.ac.jp/supportdesk/>

ACADEMIC ADVISOR (For undergraduate students only)

The Academic Advisor System is a system by which a full-time faculty member is assigned to each student in order to give advice and guidance, and provide information on overall learning at Rikkyo. For more details, please check the bulletin boards and the “R Guide” of your department.

Campus Life and Everyday Life①



RIKKYO UNIVERSITY

LEAVE OF ABSENCE AND WITHDRAWAL

If you are forced to take a leave of absence or withdraw from your studies for health or other reasons (including military service), **you must consult with the International Office in advance.** There are some important things that need to be confirmed.

✕ There will be some procedures of your status of residence and things to confirm about your part-time work and Organization Guarantee Program.

✕ **You must not remain in Japan while you take a leave of absence. In addition, you cannot do any part-time work.**

SPECIAL EXEMPTION FROM ENROLLMENT FEE DUE TO OBLIGATORY MILITARY SERVICE

If you take a leave of absence due to obligatory military service, **special exemption from enrollment fee may apply for up to 4 consecutive semesters.** After you review your study/research plan and the schedule of joining the military, please consult with International Office in advance. **You need to submit a notice of leave of absence and a proof regarding the military service** for the exemption from enrollment fee.

ORGANIZATION GUARANTEE PROGRAM

If you have no one to be the guarantor needed for signing an apartment rental agreement, Rikkyo University can act as your guarantor organization but only under certain conditions.

Please consult the International Office before contacting a real estate broker.

Campus Life and Everyday Life②



RIKKYO UNIVERSITY

Health Insurance

- **National Health Insurance Plan**

It is a obligation to join the National Health Insurance who stays in Japan more than 3 months. 70% of general medical costs will be covered by this insurance and the remaining 30% must be covered individually. National health insurance card is issued after the enrollment.

Application Destination: National Health Insurance Division of City/Ward Office in your district of residence

Required Documents: Residence Card, Passport, Student ID, etc.

- **RIKKYO STUDENT MUTUAL-AID HEALTH INSURANCE UNION**

Rikkyo students are automatically joining the Rikkyo Student Mutual-Aid Health Insurance Plan. Part of the medical costs incurred are covered.

Handling Office : Division of Student Affairs Student Welfare

Earthquakes and Disasters

In Japan, earthquakes frequently happen. You should always be prepared for earthquakes.

Important Information on Countermeasures against Earthquake Disasters:

https://www.fdma.go.jp/relocation/bousai_manual/e/index.html

International Activities

GLOBAL LOUNGE

★Ikebukuro : McKim Hall (Building No.15) Mezzanine 2nd Floor

★Niiza : Building No.8

International Exchange Events Cross- cultural exchange

World Café A chance for international students to talk with Japanese students in small group table by table.

Ikebukuro: Every Tuesday / Niiza: Every week (undecided day)

Intercultural Events A variety of cultural activities

Outside Tour

Global Lounge hold various events!!

See more information on the International office Facebook.

SUPPORT GROUPS

Alumni Organizations: Tokyo St. Paul's Lions Club, Rikkyo Ladies Club

Annual bus-hike, Homemade Lunch Party, Tea Ceremony, etc.

International Student Organization: Korean Student Organization, Chinese Student Organization, Taiwanese Student Organization



【ATTENTION】

It has been reported that recently students have been approached by members of religious sects/ cults on the false pretenses of being part of volunteer club, being interested in making foreign friends. You shouldn't give your contact information to a person you meet for the first time including on-street questionnaire, etc.

Please be careful regardless of inside or outside the university not to get involved in trouble.

Scholarships for Privately-Financed Students

Scholarships

There are scholarships only for international students and scholarships that are in common with Japanese students. The offices dealing with these are different so be careful not to miss out on any opportunities.

■ Scholarships in common with Japanese students → **Student Affairs Division**
(Ex. Rikkyo University Graduate School Scholarship)

■ **Scholarships for international students** → **International Office**

Scholarships for privately-financed international students include “Internal Scholarships” offered by Rikkyo University and “External Scholarships” provided by the Japan Student Services Organization (JASSO) or private scholarship foundations. And furthermore, scholarships for international students can be divided 2 types. One is the scholarship that require a recommendation by Rikkyo University. The other one doesn’t need University Recommendation and international students can apply individually.

Scholarship Initial Registration RIKKYO UNIVERSITY

Scholarship Initial Registration

There are scholarships that require a recommendation by Rikkyo University among scholarships for international students that International Office is handling. If you wish to apply for scholarships which require a recommendation by university, you have to complete the "Scholarship Initial Registration" every year.

Please download the guidelines and documents from the following website. For more details, please check the "AY2020 Application Procedure" that International Office already emailed you in August.

Graduate Students : <http://s.rikkyo.ac.jp/scholarship20fallgraduation>

【Where to submit】

<http://s.rikkyo.ac.jp/86d98b9>

Nominees of the Monbukagakusho Honors Scholarship

If you are nominated for "the Reservation Program for the Monbukagakusho Honors Scholarship for Privately-Financed International Students"(scholarship by JASSO), you need to complete the Scholarship Initial Registration.

Tuition Fee Reduction System RIKKYO UNIVERSITY

Tuition Fee Reduction System

Rikkyo University offers tuition reductions for privately financed international students with “College Student” resident status, facing financial difficulties in pursuing university education. Applications will be screened by the selection committee.

Please download the guidelines and documents from the following website.

<http://s.rikkyo.ac.jp/tuition20fall>

- Reduction Rate

The tuition fee reduction rate for the AY2020 is 20%.

- Tuition Reduction Method

Successful applicants will receive a tuition fee payment slip of the 2nd semester installment for the academic year 2020 with the amount calculated by subtracting the tuition fee reduction.

You must pay the full amount of the first installment of the tuition fee regardless of the results of the Tuition Fee Reduction System application.

Making Your Study Abroad Life Fulfilled

- **Make many friends!**

Try to make **Japanese friends** as well as international students. They could be your reassuring friend when living in Japan!

- **To know what you know and what you do not know**

For international students, studying in Japan comes with visa issues. Your attitude of tackling your study and research is an important element which substantially affect your study abroad life and the Immigration Bureau strictly inspect ones who take few credits.

If you let something you don't understand in class and not learn it , that could lead not only a poor evaluation in class but earning few credits after all not to get a good results on an exam.

If extending your period of stay is not granted, that will end up disrupting your study abroad life in Japan.

To get a handle on a problem when it's small is a key. Please don't hesitate to ask questions to your professors.

- **Take part in international events!**

International Office plan and organize various international events. Please actively participate in international exchange events that can provide you with a place to communicate and interact with many people.

You might often be perplexed by a new life in Japan, however, to interact with people around you such as your professor and your friends should always give you moral support.

We hope that you enjoy Rikkyo student life!



RIKKYO UNIVERSITY

The founding spirit of Rikkyo University is steeped in Christian values of providing a liberal education that nurtures every aspect of the individual. These values continue to be our guiding principle.