

Rikkyo Short-Term Intensive Japanese Program AY2024 Winter Application Requirements

1. Program Capacity and Schedule

Rikkyo University presents the 2024 Winter Short-Term Intensive Japanese Program in Niiza Campus (Saitama)*.

**Some classes may be held in Ikebukuro Camps (Tokyo). Detailed schedule will be sent to the participants of the program after their admission is officially confirmed.*

(1) Program overview

- The entire program comprises about 46 hours of classroom instruction on Japanese language plus 25 hours of lectures on Japanese culture and society, including field trips. In addition, some optional cultural events will be held and there will be ample opportunity to interact with Rikkyo local students.
- In this program, “Beginner” and “Elementary” level classes will be held. However, depending on the number of the participants, there is a possibility that we will set more levels. The program capacity is limited.
- Upon completing the program, participants will be given a certificate of completion and an official transcript. The transcript will be sent to their home university, once it is finalized.
- Participants will stay in a single room at the designated hotel near Niiza campus.

(2) Program schedule

- **January 14, 2025 – January 31, 2025**

*Participants need to arrive and check in at the designated accommodation on **Monday, January 13**, and check out on Saturday, **February 1, 2025**.

(3) Program location

- **Rikkyo University, Niiza Campus, Saitama**

2. Tuition and Fees

The program cost does not include transportation expenses (to, within and from Japan), or any other miscellaneous living expenses for the duration of the program.

For example, participants need to bear the commuting expenses between Niiza and Ikebukuro Campuses, if there will be classes in Ikebukuro Campus. On the other hand, the travel costs of field trips are included in the Activity Fees listed in the next page, as long as participants ride a bus arranged by Rikkyo University.

[Itemized List of Program Costs]

- Tuition: 150,000 yen
- Room (single room) & board (breakfast), management fee: 132,000 yen
- Activity Fees (including Insurance fee*): 8,000 yen
- Administrative Fee: 26,000 yen

Total: 316,000 yen

*Rikkyo University will arrange the overseas travel insurance that covers the following:
Injury & sickness that results in death -- 3 million yen, injury that results in physical impediment -- 3 million yen, rescuer's expenses -- 10 million yen, which includes treatment for disease and accidental injury, and personal liability insurance compensation authorized -- 100 million yen, which includes incidental settlement negotiation services.

However, it is each participant's own responsibility to arrange their own insurance policy to cover all necessary costs as our insurance does not cover chronic disease.

3. Requirements

The following students can apply for this program.

1. Students who are enrolled at Rikkyo University's partner universities.
2. Students at universities that are currently negotiating a partnership with Rikkyo University.
3. Students who were introduced to the program by the teaching staff of Rikkyo University.

4. Application

(1) Application Period: July 1, 2024 – September 28, 2024

Interested applicants must submit the following form and documents to the Center for Japanese Language Education through the online application.

- Online Application
- 1. Application form (Google Form)
***Application will be open on July 1, 2024**
<https://forms.gle/QTrkqvznXuaQNGdN9>
 - 2. Latest official university transcript issued by the home university
*The document must be in English
 - 3. Copy of passport (PDF)
 - 4. Face photograph for student ID card (JPEG or PNG)
*Please upload the photo that you would use for official documents.

(2) Application Deadline

September 28 (Sat), 2024, 11:59 p.m. (Japan Standard Time)

(3) Admission Decision

The admissions of the program will be confirmed on or after the following date.
October 10 (Thu), 2024 (JST)

(4) Payment Deadline

October 31 (Thu), 2024, 11:59 p.m. (JST)

5. Cancellation and Withdrawing

*The time deadline for each date is at 11:59 p.m. Japan Standard Time sharp.

*The transfer fee is deducted from the refund.

- If you wish to cancel your participation in the program, and declare your intent to do so by **December 13, 2024** (JST), 80% of your fees will be refunded.
- If you cancel your participation in the program by **January 12, 2025**, 30% of your fees will be refunded.
- If you cancel your participation on or after **January 13, 2025**, you will not get any refund.

6. Other Information

- (1) Participants are only allowed to stay outside of the designated accommodation overnight on Friday nights and Saturday nights.
- (2) Participants are responsible to arrange an appropriate visa to enter Japan for the purpose of the program. Rikkyo University will prepare and send them the documents necessary for the visa application, which are Letter of Reason for Invitation, Letter of Guarantee and Travel Itinerary, once they are admitted to the program and the payment is confirmed. Please refer to the Entry Visa Information (p.4).
- (3) Official transcript will be sent to the home university of participants, once it is finalized.
- (4) In this program, English is the primary language for communication. Participants are expected to have a certain level of English ability.

7. Contact Information

Center for Japanese Language Education (CJLE), Rikkyo University
3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo 171-8501, Japan
Tel: +81-3-3985-4202
Email : sijp@rikkyo.ac.jp
Website : <https://cjle.rikkyo.ac.jp/english/sijp/default.aspx>

~~ ATTENTION! <注意> ATTENTION! ~~

入国ビザについて Entry Visa Information

立教大学短期日本語プログラムに参加する際、日本とビザ相互免除の協定を締結している対象国／地域の出身者は、日本入国のためのビザを申請する必要はありません。

* 日本入国の際のビザ免除対象国／地域は以下のリンクから確認してください。

<https://www.mofa.go.jp/mofaj/toko/visa/tanki/novisa.html>

In order to participate in the Rikkyo Short-Term Intensive Japanese Program, **those who are nationals and citizens of the visa-exempt countries and regions do not need to apply for a visa to enter Japan.**

*Please check the list of the countries and regions for visa exemption from the link listed below:

http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

ビザ免除措置対象国／地域以外の出身の方は、来日前に、居住地の日本大使館または総領事館で、「短期滞在」ビザを申請する必要があります。「短期滞在」ビザの申請には、立教大学が発行する、招へい理由書、身元保証書及び滞在予定表が必要です。

これらの書類はプログラムへの参加が認められ、指定の期日までに参加費用の支払が完了した参加者に順次発行します。参加費用の支払が遅れた場合などには、書類の発行がビザの申請に間に合わない可能性があります。

Those who are nationals and citizens of the countries and regions that are **not** eligible for visa exemption need to apply for “**Short-Term Stay**” visa prior to their planned entry to Japan at a Japanese Embassy or Consulate in their country of residence. In order to apply for “**Short-Term Stay**” visa, applicants should submit **the Letter of Reason for Invitation, the Letter of Guarantee and the Travel Itinerary** issued by Rikkyo University.

The University will send the above documents for the prospective participants who need to apply for the visa **once they are admitted to the program and the payment of the program participation fee is confirmed.** In case that the payment is delayed, the University may not be able to provide the necessary documents in a timely manner.