

Application Guidelines for *Rissho University Student Exchange Program 2019 Spring*

Rissho University accepts short-term international exchange students from partner universities / institutions abroad (within one year in principle). This program enables exchange students to take classes at each Faculty of Rissho University. All classes are conducted in Japanese.

Exchange students will be given the chance to interact with the students and staff of Rissho University and deepen their understanding of Japan and become active individuals in today's international society.

1. Qualifications for Applicants

Applicants must meet all of the following requirements.

- (1) Is a registered student at a partner university / institution of Rissho University
 - (2) Is a student who is required to earn credits at Rissho University
 - (3) Is able to submit one or more of the following documents to verify Japanese proficiency.
 - a) Certificate of EJU (Examination for Japanese University Admission for International Students) with the score of 220 or higher on "Japanese as a Foreign Language"
 - b) Certificate of JLPT (Japanese Language Proficiency Test) "Level N1" with the score of 145 or higher
- * Please consult us if the student is not able to demonstrate their Japanese language skills by providing their EJU or JLPT results but has the equal language ability.
- * If the student's Japanese language proficiency does not meet the above requirements, they are able to take the Japanese Language Program course (please refer to the Application Guidelines for Rissho University Japanese-Language Program Semester Course).

2. Requirements for taking classes available at each faculty

Faculty of Buddhist Studies

Must have basic knowledge of Buddhist Studies or Nichiren Buddhism.

Faculty of Letters

- a) Must have basic knowledge of the study field in which they wish to take classes.
- b) The study field in which they wish to take classes must be related to the one at their home universities / institutions.
- c) Classes must be taken in accordance with definite purposes and schemes.

Faculty of Economics

None

Faculty of Business Administration

Must be 20 years of age or older and have basic knowledge of business administration.

Faculty of Psychology

None

Faculty of Law

Must obtain acceptance from faculty council of the Faculty of Law.

Faculty of Social Welfare

None

Faculty of Geo-Environmental Science

The area in which the exchange student specializes at their host institution must be related to areas in Geo-Environmental Science.

3. Number of Students

Limited to a few

4. Program Duration

One or two semesters

(Spring Semester: April 1 - September 20 Autumn Semester: September 21 - March 31)

for reference - 2018 Dates

<i>Classes</i>	<i>April 7 - July 27</i>
<i>Examination</i>	<i>July 28 - August 4</i>
<i>Summer break</i>	<i>August 5 - September 20</i>
<i>Classes</i>	<i>September 21 - January 21</i>
<i>Examination</i>	<i>January 24 - January 31</i>
<i>Spring break</i>	<i>February 1 - March 31</i>

5. Campuses

(1) Shinagawa Campus (2-16 Osaki 4-Chome, Shinagawa-Ku, Tokyo 141-8602)

Faculties: Buddhist Studies / Letters / Economics / Business Administration / Psychology / Law

(2) Kumagaya Campus (1700 Magechi, Kumagaya-Shi, Saitama 360-0194)

Faculties: Social Welfare / Geo-Environmental Science

6. Application Documents

Name of Document(s)	Remarks
(1) Application for RU Student Exchange Program	Form provided.
(2) Letter of School Career	Form provided.
(3) Health Certificate	Form provided.
(4) Letter of Confirmation	Form provided.
(5) Certificate of Enrollment	Must be issued by home university/institution.
(6) Academic Transcript	Must be issued by home university/institution.
(7) Letter of Recommendation	Must be issued by the head of home university/institution. (Please include: name/sex/birthdate/enrollment status/ enrollment date/prospective graduation date/ desired program to study/desired study period)
(8) Photocopy of Passport	
(9) 7 Photographs	From the waist upward. [3cm by 4cm]
(10) Application for Certificate of Eligibility	Must have one photograph attached to the form. (http://www.moj.go.jp/content/000103470.pdf)

7. Curriculum

(1) Optional Compulsory Classes

Must take seven or more classes per semester at the enrolled faculty.

(2) Optional Classes

May take classes of other faculties (requires pre-approval).

8. Assessment of Academic Achievement

Academic transcript specifying each class's name, grade and acquired credits will be issued at the end of the program.

9. Certificate of Completion

Students who have earned 20 credits or more per semester or 40 credits or more in a year will receive a Certificate of Completion.

10. Tuition

JPY 247,100 / semester

* Amount is subject to change.

* Students recommended by the university or institution with which Rissho University has a mutual tuition waiver arrangement is exempt from paying the tuition.

11. Travel Insurance

Students are required to take out the National Health Insurance of Japan. Students having the National Health Insurance of Japan basically pay 30% of the total medical fees payable when receiving treatment at clinics and hospitals. Before leaving their home countries, students can purchase travel insurance if needed.

12. Accommodation (Dormitory)

Kumagaya Campus has a dormitory which is available to the students of this program. Students will be given assistance to find accommodation if they prefer to live off campus.

(1) Room Type

single room with bathtub, shower and toilet and air conditioning

(2) Furniture/Fixtures

desk, chair, bed, refrigerator, cabinet and shoe locker

(3) Common Utility

washing machine and drying machine

(4) Fee

① Accommodation Fee : JPY 35,000 / semester

② Bedding Cleaning Fee when leaving : JPY 7,560

③ Room Cleaning Fee when leaving : JPY 14,250

④ Electricity : JPY 3,500~15,000 / month(Depending on the amount used)

* The above includes the residence insurance and water charge.

* ② and ③ are needed when moving into the dormitory.

* The fee is subject to change.

13. Deadline for Application

December 7, 2018

14. Contact information (please send documents to this address)

Address : 4-2-16 Osaki, Shinagawa-ku Tokyo 141-8602 JAPAN

Phone : +81-3-3492-0377 Fax : +81-3-5487-3346

Email : oinet@ris.ac.jp

Rissho University
Center for International Exchange
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