

Short-Term Intensive Japanese Program 2018 (Winter) Application Requirements

1. Program Capacity and Schedule

Rikkyo University presents the Short-Term Intensive Japanese Program in Niiza Campus. This Program starts on Wednesday, January 9 and ends on Tuesday, January 24, 2019. Participants need to arrive and check in at the accommodation on Tuesday, January 8, and check out on Friday, January 25, 2019. The entire program comprises 45 hours of classroom instruction on Japanese language plus 25 hours of lectures on Japanese culture and society, including field trips. In this program, “Beginner” and “Elementary” level classes will be held. The program capacity is limited. Upon completing the program, participants will be given a certificate of completion and an official transcript.

2. Tuition and Fees

The cost of the program, including tuition, room, board (breakfast on weekdays) and the fees for all program activities, is approximately 300,000 yen. The program cost does not include transportation costs (to and within Japan), or any other miscellaneous living expenses for the duration of the program.

【Itemized List of Program Costs】

- Tuition: 150,000 yen
- Room & board: (2-person shared) 83,540yen, (4-person shared) 74,670yen
- Activity Fees (including Insurance Fee): 8,000 yen
- Administrative Fee: 25,500 yen

Total: (2-person shared) 267,040yen, (4-person shared) 258,170yen

* Since only limited number of rooms is available in each type, the University may not be able to accommodate everyone's request.

*Participants will stay in the university accommodation located at Niiza campus and/or a hotel near Niiza campus. Participants are only allowed to stay out of the designated accommodation overnight on Friday nights and Saturday nights if they submit the overnight stay form to Center for Japanese Language Education Office on weekdays.

* Rikkyo University will arrange the insurance that covers the following: Injury & sickness death 3 million yen, injury physical impediment 3 million yen, treatment of disease & physical illness rejection 3 million yen, rescuer's expenses 3 million yen, personal liability insurance compensation authorized 100 million yen, which includes incidental settlement negotiation services.

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

3. Requirements

The following students can apply for this program.

1. The students who are enrolled at Rikkyo University's partner universities.
2. The students at universities that are now negotiating with Rikkyo University for partner universities.

3. The students who were introduced to the program by the teaching staff of Rikkyo University.

4. Application

Interested applicants must submit the following five documents to the Center for Japanese Language Education (CJLE) through the online application. Besides, the letter of recommendation must be submitted by post. The deadline for the submission of both the Internet application and the letter of recommendation is **September 28, 2018**. The admissions will be confirmed after October 2, 2018. The program fee payment must be submitted by October 10, 2018.

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|--------------------|---|--|
| Online Application | } | <input type="checkbox"/> 1. Application form including signature by applicant (PDF) |
| | | <input type="checkbox"/> 2. Application form not including signature by applicant (XLSX) |
| | | <input type="checkbox"/> 3. Copy of passport (PDF) |
| | | <input type="checkbox"/> 4. Face photograph for student ID (JPEG or PNG) |
| | | *Please upload the photo that you would use for official documents, such as passport. |
| | | <input type="checkbox"/> 5. Latest official university transcript issued by the home university (the document must be in English) (PDF) |
| Post | } | <input type="checkbox"/> 6. Letter of recommendation in sealed envelopes issued by an academic advisor or supervising professor at the home university |

You need to post the letter of recommendation to:

Center for Japanese Language Education (CJLE), Rikkyo University

3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo 171-8501, Japan

Tel: +81-3-3985-4202

5. Cancellation and Withdrawing

If you wish to cancel your participation in the program, and declare your intent to do so by December 9, 2018 (Japan time), 80% of your fees will be refunded. If you cancel your participation in the program by January 8, 2019, 30% of your fees will be refunded. The transfer fee is deducted from the refund, and if you cancel your participation after the program starts, you will not get any refund.

~~ 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には、在留資格「留学」を申請する必要はありません。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、短期日本語プログラム参加に際して、日本入国のためのビザ申請は必要ありません。

* 日本入国の際のビザ免除対象国／地域は以下のリンクでご確認いただけます。

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

In order to participate in the Rikkyo Short-Term Intensive Japanese Program, the program participants do not need to apply for “College Student” visa. Nationals and citizens of the visa-exempt countries and regions do not need to apply for a visa to enter Japan.

*You can check the list of the countries that are eligible for visa waiver entry to Japan by 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、日本国外の日本大使館または総領事館において、**在留資格「短期滞在」**への申請が必要です。在留資格「短期滞在」への申請には立教大学発行の**招へい理由書と身元保証書**が必要になります。**これらの書類はプログラムへの参加申込を完了し、指定の期日までに参加費用の送金が完了した参加者の皆様に順次発行します。**申込書類に不備が見つかったり、費用の送金に遅延が生じたりした場合には、書類の発行が遅れる可能性がありますので、ご了承ください。

Those who are the nationals and citizens of the countries and regions that are **not** eligible for visa waiver entry to Japan 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. Such applicants must obtain **the Letter of Reason for Invitation and the Letter of Guarantee** from Rikkyo University. The University will issue the above documents for the prospective participants who need to apply for “Short-term Stay” visa, **once your program application and the payment of program fee are confirmed.** In case that the program application should be found incomplete or the payment is delayed, the University may not be able to provide the necessary documents in a timely manner.

なお招へい理由書と身元保証書の発行には、1,500 円の発行手数料が掛かります。この費用は対象者が日本へ入国後に、現金で徴収します。

Rikkyo University will charge 1,500 yen for the issuance of “Letter of Reason for Invitation” and “Letter of Guarantee” to the program participants who need such documents in order to apply for the visa. The participants will be required to pay the fee in cash after they arrive in Japan.