




Application Guide 2022

**For 2022 Admission
to PEACE Program**
(General entrance examination)

Rikkyo University
Organization for Global Initiatives



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1 Period of Admission

Period of Admission is September 2022.

2 Admission Capacity

The admissions quota for 2022 is as follows:

Program	Admission Capacity Note (1),(2)
PEACE CIC College of Intercultural Communication (CIC)	5
Global Liberal Arts Program (GLAP)	10
Global Course of the Department of International Business Law College of Law and Politics	8

Note:

- (1) Admission is strictly based on the assessment. Applicants are not guaranteed admission even if the total number of applicants is less than the admission capacity.
- (2) Admission capacity above is the sum of recommendation and general entrance examination.

3 Schedule

*The timeline shows Japan Standard Time (JST)

	Application Schedule 1	Application Schedule 2
Start PEACE application	Monday, November 8, 2021	Monday, January 31, 2022
Deadline of PEACE application & application fee payment	Friday, December 3, 2021	Monday, February 14, 2022
Admission notification	Friday, January 21, 2022	Friday, March 11, 2022
Deadline of payment of required fees and information of applicant and guarantor	Friday, January 28, 2022	Friday, March 18, 2022
Deadline to submit the admissions documents	Friday, July 1, 2022	Friday, July 1, 2022
Date of enrollment	September 2022	September 2022

Note: Application procedures are as follows:

- (1) Start your online application by logging in the Online Application System.
Please click the link below to access the admission page of the PEACE Program.
<https://en.admission-app.rikkyo.ac.jp>
- (2) Application fee must be paid by the stated deadline.

- (3) Application documents must be uploaded to the Online Application System by the deadline.
 (4) The application number of applicants will be notified by email.

4 Conditions of Eligibility

In order to be eligible, applicants must satisfy all of the following conditions by the application deadline.

1. Those who fall under (a) or (b).
 - (a) Those who have completed (or will have completed) 12 years or more of school education, either inside or outside of Japan (including those who have been fast-tracked and have completed the regular courses in less than 12 years) by the end of August 2022.
 - (b) Those who have obtained (or will have obtained) the International Baccalaureate or GCE A level qualifications, which serve as entry requirements for universities overseas by the end of August 2022.
2. Those who have a strong desire to study in the PEACE Program (College of Law and Politics, College of Intercultural Communication, Global Liberal Arts Program).
3. Those who possess citizenship other than Japanese citizenship.
 - ※Those who can submit the copy of a foreign passport other than Japanese passport.
4. Those who wish to apply for a scholarship are required to apply through the Online Application System after confirming criteria to be met for the scholarship.
5. Those who can submit the documents certifying that they meet the designated requirements for a curriculum (a) to (j) as specified below by the application deadline.

(a) International A Levels

Entry requirements

Best two to three subjects of A or AS Levels

Minimum score

8, For scholarship: 11

Pre-requisite subject and minimum score

English 4, For scholarship: English 5

Grade conversion

Levels: A*=5, A=5, B=4, C=3, AS: 0.5 of A-Levels, D and E =NA

(b) International Baccalaureate Diploma Program (IBDP)

Entry requirements

Full IB Diploma

Minimum score

<p>28, For scholarship: 35</p> <p>Pre-requisite subject and minimum score English A 5 (Same as for scholarship) Either English A Literature or English A Language & Literature accepted</p>
<p>(c) Australian Tertiary Admission Rank (ATAR)</p> <p>Entry requirements Australian Tertiary Admission Rank (ATAR)</p> <p>Minimum score 79, For scholarship: 85</p> <p>Pre-requisite subject and minimum score (HSC assessment) English 75, For scholarship: 80</p>
<p>(d) Canadian High School Diploma (Alberta, Ontario, British Columbia)</p> <p>Entry requirements (Both 1 and 2) 1. Best five university level subjects in English 2. SAT or ACT score report</p> <p>Minimum score 1. 65 for each subject, For scholarship: 80 for each subject 2. SAT: 1170 (English section 600) ACT: 24 (English section 25) For scholarship: SAT: 1250 (English section 650) ACT: 26 (English section 27)</p>
<p>(e) Hong Kong Diploma of Secondary Education (HKDSE)</p> <p>Entry requirements (Both 1 and 2) 1. Best five subjects 2. TOEFL (iBT) or IELTS (Academic)</p> <p>Minimum score 1. 18, For scholarship: 22 2. TOEFL (iBT) 94 or IELTS (Academic) 6.5 (Same as for scholarship)</p> <p>Grade conversion HKDSE: 5**5*=6, 5=5, 4=4, 3=3,2 and 1=NA</p>
<p>(f) Malaysian High School Certificate (STPM)</p> <p>Entry requirements (Both 1 and 2) 1. Best three subjects 2. TOEFL (iBT) or IELTS (Academic)</p> <p>Minimum score 1. 10.00, For scholarship: 11.00 2. TOEFL (iBT) 94 or IELTS (Academic) 6.5 (Same as for scholarship)</p> <p>Grade conversion A+=4.00, A=3.67, B+=3.33, B=3.00, B-, C+, C=NA</p>
<p>(g) Malaysian Unified Examination Certificate (UEC)</p>

<p>Entry requirements (Both 1 and 2) 1. Best five subjects 2. TOEFL (iBT) or IELTS (Academic)</p> <p>Minimum score 1. 18, For scholarship: 15 2. TOEFL (iBT) 94 or IELTS (Academic) 6.5 (Same as for scholarship)</p>
<p>(h) Singapore-Cambridge GCE A-Level (SIN ALS)</p> <p>Entry requirements 1. Best three subjects from H2 and Best 1 subject from H1</p> <p>Minimum score 10, For scholarship: 12</p> <p>Pre-requisite subject and minimum score General Paper C (Same as for scholarship)</p> <p>Grade conversion H2: A=5, B=4, C=3, H1: 0.5 of H2, D and E =NA</p>
<p>(i) UK GCE AS and A Levels</p> <p>Entry requirements Best two to three subjects of A or AS Levels</p> <p>Minimum score 8, For scholarship: 11</p> <p>Pre-requisite subject and minimum score English 4, For scholarship: English 5</p> <p>Grade conversion A Levels: A*=5, A=5, B=4, C=3, AS: 0.5 of A Levels, D and E =NA</p>
<p>(j) US High School Diploma</p> <p>Entry requirements SAT or ACT score report</p> <p>Minimum score SAT: 1170 (English section 600) or ACT: 24 (English section 25)</p> <p>For scholarship: SAT: 1250 (English 650) or ACT: 26 (English 27)</p>

Note:

- (1) Predicted scores will not be accepted for PEACE Program applications.
- (2) The Rikkyo Promising Future Scholarship is subject to having the residence status of “Student” at the time of admission and enrollment at Rikkyo University. Thus, even if you meet the admissions requirements for the Rikkyo Promising Future Scholarship, you will not be eligible for the Scholarship if you do not have the residence status of “Student” at the time of your admission and enrollment at Rikkyo University,

A note to those who hold dual citizenship of Japan and another country: Based on the Japanese Law (Article 61 of the Immigration Control and Refugee and Recognition Act), Entry and Stay in Japan falls under the return to Japan of Japanese nationals, and thus, the conditions for receiving the Rikkyo Promising Future Scholarship will not be met.

Please check below for more details of the Scholarship.

<https://en.admission.rikkyo.ac.jp/explore/scholarships-int-students/>

The Rikkyo Promising Future Scholarship must be applied through the Online Application System at the same time of admission application. Once your admission application is submitted, we do not accept any subsequent application of scholarship.

- (3) If you are studying or have studied for a High School Diploma in Canada (Alberta, Ontario, British Columbia) or the US, you are required to submit either ACT or SAT result. Refer to “6. Application Documents” for more details.
- (4) If you are completing or have completed HKDSE, STPM, or UEC, you are required to submit either TOEFL or IELTS result.

5 Application Fee

The application fee is 10,000 Japanese Yen. This fee does not include the administration fee (373 Japanese Yen). The total amount must be paid according to the following procedure:

1. Pay the application fee in Japanese Yen by credit card on the Online Application System. (Visa, Master, and American Express are accepted).
2. Payment must be completed within the application period. Please note that payments after this period cannot be accepted.
3. Keep a hardcopy of the completion notice sent by the email upon the payment.

Payment of the application fee is only accepted through the Online Application System. Payment in cash or by postal money orders or bank remittance will not be accepted. The application fee is non-refundable.

6 Application Documents

Applicants are required to submit the following application documents.

1. A copy of your passport
2. A passport size color photo in white background
3. Official graduation certificate issued by your school
4. Official transcript
※For those who are studying or have studied for a High School Diploma in Canada (Alberta, Ontario, British Columbia) or the US.
5. Official transcript (certificate)
※For all qualifications other than who are studying or have studied for a High School Diploma in Canada (Alberta, Ontario, British Columbia) or the US.
6. SAT or ACT result

※For those who are studying or have studied for a High School Diploma in Canada (Alberta, Ontario, British Columbia) or the US.

7. TOEFL (iBT) or IELTS(Academic) result within 2 years

※For those who are completing or have completed HKDSE, STPM, or UEC.

8. Student Personal Statement

9. Others (up to 3 files)

- Any other documents to support your application.

[e.g.] A document for official proof of name change (family register copy, etc.), or/and outstanding performance etc. However, it is not compulsory unless your name changed.

Note:

(1) All required documents must be uploaded on the Online Application System.

(2) Documents must be submitted as the scanned copies of the originals in PDF format.

JPG and PNG format are also accepted for [2. Passport color photo in white background].

(3) We do not accept any additional documents as applicable for screening.

Shown below is how to prepare the application documents.

1	A copy of your passport	<ul style="list-style-type: none"> - A page showing your photo and signature. - A copy of your passport must be submitted through the Online Application System.
2	Passport color photo in white background	<ul style="list-style-type: none"> - Photo size: (height: 4cm, width: 3cm). - Photo specifications: jpg, png or pdf. - Taken within the last 3 months. - Photo-editing tools to enhance image are not allowed. - The photo must show the face of the applicant clearly, with the applicant facing forward, with no hat and against a plain background. - Passport color photo in white background must be submitted through the Online Application System.
3	Official graduation certificate	<ul style="list-style-type: none"> - Official graduation certificate issued by the school which the applicant graduated. - Official letter of expected graduation date by the school which the applicant is expected to graduate if you have not graduated. - Official graduation certificate or Official letter of expected graduation date must be submitted through the Online Application System.
4	Official transcript	<ul style="list-style-type: none"> - For those who are studying or have studied for a High School Diploma in Canada (Alberta, Ontario, British Columbia) or the US. - Official transcript must be the latest and issued by the school from which the applicant graduated. - Official transcript must be submitted through the Online Application System.
5	Official transcript(certificate)	<ul style="list-style-type: none"> - For all qualifications other than who are studying or have studied for a High School Diploma in Canada (Alberta, Ontario, British Columbia) or the US. - Official transcript(certificate) must be submitted through the Online Application System.
6	SAT or ACT result	<ul style="list-style-type: none"> - Those who are studying or have studied for a High School Diploma in Canada (Alberta, Ontario, British Columbia) or the

		<p>US are required to submit a copy and original scores of either SAT or ACT. (Copy of the scores) : The copy of SAT or ACT scores must be submitted through the Online Application System. (Original scores) : Applicants must submit one of those scores listed below.</p> <ul style="list-style-type: none"> • The official SAT Reasoning Test score report must be sent electronically to Rikkyo University directly from the College Board before the application documents submission deadline. The Institution Code for Rikkyo University is "3077" and the Department Code is "00". • The official ACT score report must be sent electronically to Rikkyo University directly from the ACT before the application documents submission deadline. The ACT code for Rikkyo University is "2933".
7	TOEFL(iBT) or IELTS(Academic) result within 2 years	<p>- Those who are completing or have completed HKDSE, STPM, or UEC are required to submit a copy and original scores of either TOEFL(iBT) or IELTS(Academic). (Copy of the scores) : The TOEFL or IELTS score report must be submitted through the Online Application System (Original Score). : Applicants must submit one of those scores listed below.</p> <ul style="list-style-type: none"> • The official TOEFL score report must be sent to Rikkyo University directly from the Educational Testing Service before the application documents submission deadline. The Educational School Code (ETS code) for Rikkyo University is "0751." • The official IELTS scores (Test Report Form) must be sent electronically to Rikkyo University directly from the IELTS official site before the application documents submission deadline. Institution / Rikkyo University Department / Admissions Office Address / 3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo 171-8501 Delivery Method / electronic score delivery
8	Students personal statement	<ul style="list-style-type: none"> - Designated form must be downloaded from the Online Application System. - After being filled out, the form must be submitted through the Online Application System.

Note :

- (1) If the name printed on the certificate is different from the applicant's present name, please upload a document for official proof of name change (family register copy, etc.) to the Online Application System. The submitted document will only be used to confirm that the applicant is the same person. Once admitted, students are allowed to use "maiden/former names" or "nicknames" by filing out the application. Please refer to the Enrollment Procedure Guidelines which will be sent to successful applicants.
- (2) Rikkyo University may request for an additional supporting document to confirm your official name.
- (3) Application documents received by Rikkyo University will not be returned for any reason.
- (4) There is no need to submit a copy of health examination report as all incoming students will take health examination at the time of enrollment.

The final result will be announced at:

Friday, January 21, 2022 at 10:00 am for Application Schedule 1

Friday, March 11, 2022 10:00 am for Application Schedule 2

The application numbers of successful applicants will be posted on Online Application System.

<https://en.admission-app.rikkyo.ac.jp>

An Acceptance Letter will be sent to successful applicants on the announcement day via special registered express mail for those in Japan and via EMS for those residing overseas.

8 Enrollment Procedures

The Enrollment Procedures consist of the following two steps.

Step 1: Payment of academic fees and others

Rikkyo University must be able to confirm the payment on or before Friday, January 28, 2022 for Application Schedule 1 and Friday, March 18, 2022 for Application Schedule 2.

Step 2: Enrollment documents

Enrollment documents must be submitted to Rikkyo University by the designated deadline. Details as well as the deadline will be announced to all successful applicants. Please note that your submitted enrollment documents will not be returned for any reason.

Academic fees and other payments for the first year [Japanese yen]

- ① Global Course of the Department of International Business Law, College of Law and Politics
- ② PEACE CIC College of Intercultural Communication (CIC)
- ③ Global Liberal Arts Program (GLAP)

:JPY

	Fall Semester, Academic Year 2022				【undecided】Spring Semester, Academic Year 2023※1			Annual total for the first year *undecided
	Admission fee	Tuition	other payments ※2	sub-total: first semester	Tuition *undecided	other payments ※2 *undecided	sub-total: second semester *undecided	
①	200,000	610,500	2,750	813,250	610,500	2,750	613,250	1,426,500
②	200,000	564,000	6,750	770,750	564,000	6,750	570,750	1,341,500
③	200,000	925,000	1,750	1,126,750	925,000	1,750	926,750	2,053,500

※1 Tuition and other payments for Academic Year 2023 will be announced by middle of October, 2022.

※2 Other payments include Experiment and practical training fees, Research membership fees and Rikkyo Student Mutual-Aid Health Insurance Union fee

※3 This fees and other payments do not include the administration fee

The academic fees and other payments shall be paid in two equal installments: the first installment as specified above and the second installment in the spring semester 2023.

If you receive a scholarship, you will be required to pay the remaining amount after subtracting the amount of the scholarship that you receive from the tuition fee and any other payments set by each department.

The administration fee, 4% of the tuition fees and any other payments (For scholarship holders, 4% of the remaining amount after subtracting the amount of the scholarship that you are receiving from the tuition fee and any other payments) must be paid.

Since Rikkyo University has to confirm the payment of the first installment by Friday, January 28,2022 for Application schedule 1 and Friday, March 18,2022 for Application schedule 2, the applicants should be ready to make the payment well before the deadline.

Note:

Academic fees and other payments will be announced in the “Enrollment Procedure Guidelines” which will be sent to all successful applicants.

9

Withdrawal & Other Procedures

Those who need to withdraw after completing the enrollment procedures to Rikkyo University may file for either **Case A** or **Case B** withdrawal as shown below.

The procedures for a refund for both cases are explained below. More detailed procedures are included in the "Enrollment Procedure Guidelines" that will be sent to all successful applicants. Those who intend to withdraw and apply for a refund should refer to the guidelines. If you have any inquiries, please contact Rikkyo University Organization for Global Initiatives.

Case A:

The applicant wishes to withdraw due to circumstances beyond his/her control after completing the enrollment procedure: By fill out a withdrawal form following the procedures shown below, he/she will receive a refund of “remitted tuition and other payments.” (The refund will be made by toward the end of October 2022 via bank transfer).

Deadline for refund application: Monday, September 19, 2022

Required documents:

- 1) Form for withdrawal from enrollment (the form designated by Rikkyo University, available at the Organization for Global Initiatives).
- 2) Receipt for the payment of enrollment procedure fees (copies accepted).

Case B:

After completing the enrollment procedures, the expected graduation or completion is cancelled, making the applicant ineligible for admission. By fill out a withdrawal form following the procedures shown below, the applicant will receive a refund of "remitted admission fee, tuition and other payments." (The refund will be made by early November 2022 via bank transfer).

Deadline for refund application: Friday, September 30, 2022

Required documents:

- 1) Form for withdrawal from enrollment (the form designated by Rikkyo University, available at the Organization for Global Initiatives)
- 2) Receipt for the payment of enrollment procedure fees (copies accepted)
- 3) Certificate confirming that the applicant's graduation is no longer possible.

Incoming student health examinations

All new students are required by Japanese law to undergo a health examination. The examination schedule will be sent to applicants who complete the enrollment procedures. The examination is free of charge. Should any serious illness be identified by the health examination, and should such serious illness be determined to constitute a hindrance to a study, the student may be placed on leave of absence.

10	FAQs (Frequently Asked Questions)
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No.	Question	Answer
1	What are the details of the PEACE Program?	Please refer to our website for the details: https://en.admission.rikkyo.ac.jp
2	What are the admissions requirements for the PEACE Program?	Please refer to 【4 Conditions of Eligibility】 of this guide. If you have any questions, please contact Rikkyo University Organization for Global Initiatives at admissions-rsp@rikkyo.ac.jp .
3	Is it possible to apply for the PEACE Program based on a curriculum that is different from those specified in the admission requirements?	Unfortunately, this is not possible. If you are uncertain whether your curriculum corresponds to the curricula that have been indicated in the admission requirements, please contact Rikkyo University Organization for Global Initiatives at admissions-rsp@rikkyo.ac.jp .
4	Is it possible to apply for the general entrance examination of the PEACE Program if I have already graduated from high school?	Yes, this is possible.
5	Is it possible to apply for the PEACE Program if I have a dual citizenship?	Yes. An applicant must be a person who has a nationality other than Japanese. However, please note that the eligibility for the scholarship differs from that of the entrance examination application criteria.

6	Can Japanese people apply for the PEACE Program?	If you are a Japanese national, you can still apply if you also have another non-Japanese nationality (i.e., dual nationality or dual citizenship). An applicant must be a person who has a nationality other than Japanese.
7	It is possible to use predicted scores as a transcript of high school grades?	We do not accept predicted scores. An official academic transcript is required.
8	Do the TOEFL/IELTS scores that are accepted by the PEACE Program expire?	These scores do expire. We only accept the scores that have been obtained within the past 2 years from the deadline of the application period.
9	Is it possible for the University to return the documents that are submitted during the application and admission processes of the PEACE Program?	Unfortunately, we are unable to return any documents that you submit to us. Please be duly aware of this in advance.
11	Is it possible to apply for both the first and second application periods?	Yes, this is possible.
12	What are the details of the PEACE Program scholarship system?	Please refer to the Scholarship Application Guideline. https://en.admission.rikkyo.ac.jp/browse/scholarship
13	If I pass the application process and am accepted for a scholarship, how much will I need to pay during the enrollment process?	During the enrollment process, you will be required to pay the remaining amount after subtracting the amount of the scholarship that you are receiving from the tuition fees and any other payments set by each department (or major).
14	If I enroll in the PEACE Program, is it mandatory for me to stay in the designated student dormitory?	It is mandatory for students to stay in the designated student dormitory.
15	Is it possible to stay at a relative's house in Japan instead of the dormitory?	Unfortunately, this is not possible. It is generally mandatory for students to stay in the designated student dormitory.
16	Is it possible for me to continue to live in the dormitory until graduation?	This may be possible depending on the specific situation. However, we cannot guarantee that you will be able to remain in the dormitory. It is mandatory to stay in the dormitory for one year after enrollment. Following this period, decisions regarding whether you can remain in the dormitory will be made on a yearly basis and will be based on the availability of rooms.
17	What are the deadlines for the payment of tuition fees and other payments?	Please refer to 【8 Enrollment Procedures】 of this guide. You will need to complete the payment process online within one week after receiving notice of your acceptance to the program.

18	Is it possible to request a deferred payment for tuition fees and other payments?	Unfortunately, we do not accept deferred payments. If you wish to enroll, please be sure to complete the enrollment process by the due date.
19	I do not have a valid passport. Is it still possible for me to apply?	It is not possible to apply without a valid passport. Please obtain a valid passport during the application period. A passport is a mandatory application document because it allows us to verify your identity based on the name, date of birth, photo, and other details that are present in your passport.
20	I do not have a credit card. Is there any other way to pay the application fee?	We are only able to accept the payments by credit card. Please note, however, the name on the credit card does not need to match the name of the applicant.
21	If I apply for the PEACE program, can I apply for multiple programs in a single application?	Unfortunately, this is not possible. You can only apply for one program per application.
22	Do you refund application fees?	Unfortunately, we are not able to offer a refund of the application fees for any reason.
23	I would like to know how to apply to enroll. When do I need to apply for a visa?	This will take place after we have informed you of your acceptance into the program as only successful applicants can download the admission process information (including visa procedures) from the system.

11 Handling of Personal Information

Your name, address, and any other personal information that you provide in the application and enrollment procedures will be used only for 1) conducting entrance exams (processing applications and conducting exams), 2) making the announcement of final results, 3) undertaking enrollment procedures, and any other matters that are incidental to those operations. All necessary and appropriate controls will be implemented to ensure that there is no divulging, leaking, or unauthorized use of such personal information.

All or some of the above operations may be performed by an entity that has been contracted by Rikkyo University to do so (“Contracted Entity”). In such cases, all or some of the personal information you have provided may be provided to the Contracted Entity. In the outsourcing of these operations, an agreement that includes confidentiality provisions will be concluded and the entity contracted to perform the operations will be obligated to put rigorous controls in place regarding the information and not to use the information for any purpose other than the contracted operations. Personal information will be statistically processed to make individuals unidentified and be used for data in a study and research for the selection of enrolling students at Rikkyo University.

Please note that some of the personal information and the results of the entrance exams of enrolled students will be registered in the University’s student information database and used for student consultation and guidance after enrollment.

For the Rikkyo University Privacy Policy, see <https://english.rikkyo.ac.jp/privacypolicy/index.html>

12 Others

- Those who require special consideration are supposed to submit the special requirement application by the application period.
- The programs and scholarships available during Application Schedule 2 will be depends on the entrance examination states in Application Schedule 1.

13 Contact

Rikkyo University
Organization for Global Initiatives
admissions-rsp@rikkyo.ac.jp