

Application Guidebook

**for September 2022 admission to the
Master in International Business (MIB)
Degree Program**

Graduate School of Business
College of Business
Rikkyo University
Tokyo, Japan



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This guidebook is designed to help you work through your application process and should be used along with the resources available on the MIB Degree Program website at:

 www.rikkyo-mib.jp

If you need any help completing your application, or are unsure of any aspect of the application process and have questions you need answered, please feel free to contact the MIB Admissions Officer at the following address.

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Application process & screening

The Selection Committee looks for highly motivated candidates with a good undergraduate degree (see Appendix 1 for the conditions of eligibility), strong academic performance and a solid command of English. In order to assess your readiness to study in the MIB Degree Program the Selection Committee needs to review your educational background and achievements. The application process is designed to carefully review each individual candidate and consists of the following five stages:

1. Registration on the online system and submission of documents
2. Announcement of document screening results
3. Interview
4. Announcement of final results
5. Enrolment procedures

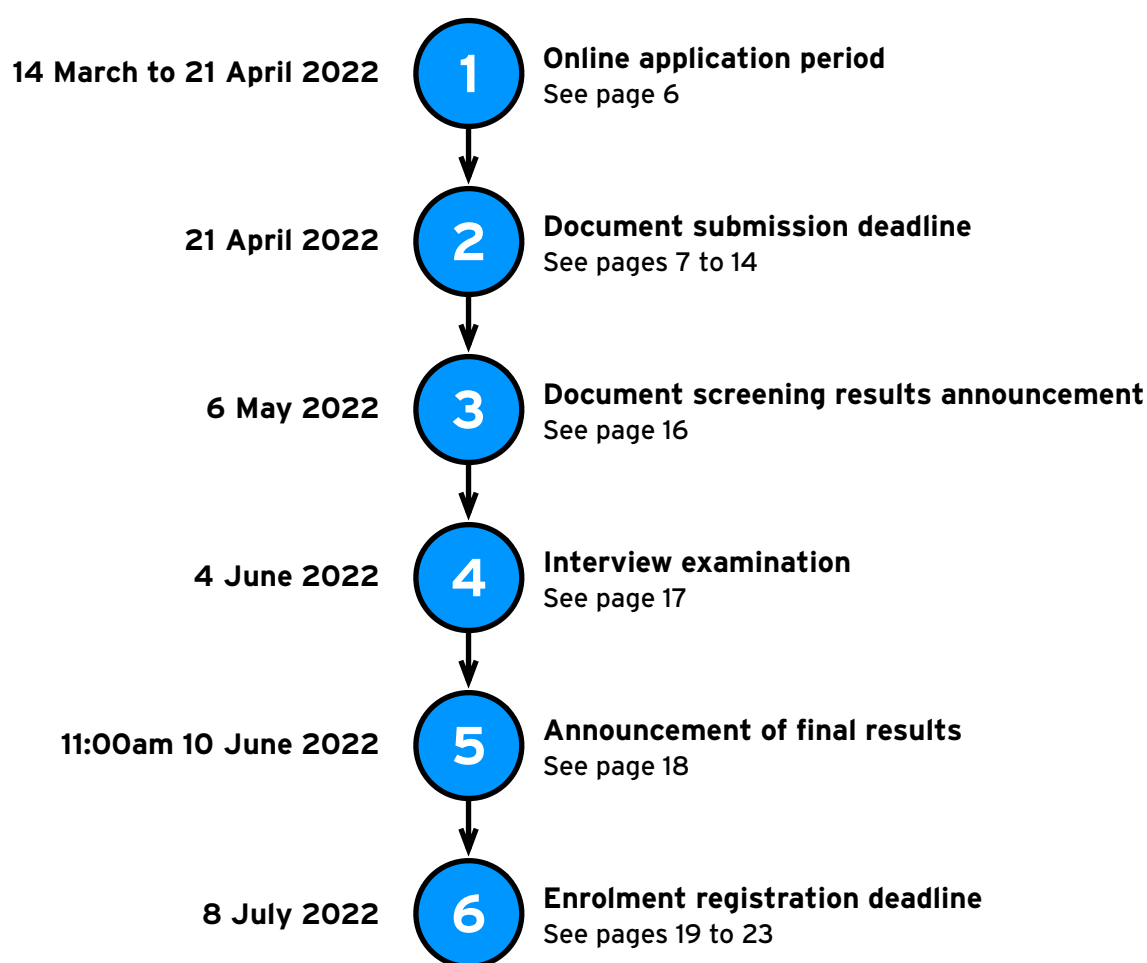
All candidates are evaluated in two phases: the document screening and an interview. In the document screening candidates are first evaluated upon the basis of the information provided in stage one.

Candidates who pass the document screening will be invited to participate in an interview which constitutes the second and final phase of the evaluation process. Candidates who successfully pass the interview will be offered a place in the MIB Degree Program.

The schedules, key dates and deadlines for the application process are shown on the application calendar.

Application calendar

The schedule, key dates and deadlines for the application process are as follows.



All dates and times shown are based on Japan Standard Time.

Online registration & application fee

Applications begin by registering on the Online Application System accessible from the following link:



https://ientry4.jp/rikkyo_m/index.aspx

You will be asked to choose the degree program you wish to apply for and proceed to the application process.

The application fee in Japanese Yen is ¥35,000. This fee, along with an application handling charge of ¥1,500, must be paid according to the following procedure:

1. Pay the application fee in Japanese Yen using one of the credit cards shown on the Online Application System. Payments can be made using Visa, Master Card, JCB, American Express or Diners Card.
2. Payment must be completed within the application period. Please note that payments made after this period can not be accepted.
3. Keep a printout of the completion notice sent by the Online Application System when you make your payment.

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

Application documents

In order to assess your readiness to study in the MIB Degree Program the Selection Committee needs to review your educational background and achievements. The Selection Committee looks for highly motivated candidates with a good undergraduate degree, strong academic performance and a solid command of English.

All applicants are required to submit:

1. Verification of their undergraduate degree
2. Academic transcripts
3. Statement of Purpose
4. Two reference letters
5. GRE or GMAT scores
6. Proof of English language ability (IELTS, TOEFL or TOEIC scores), if applicable
7. Two passport size (height: 4cm, width: 3cm) photographs.

Please refer to the following section for details regarding the requirements for each type of document.

Unless specifically authorized by the MIB Degree Program Admissions Office, all documents and certificates submitted must be written in either English or Japanese.

If the name printed on any of your documents is different from your name at the time of application please attach a document giving official proof of change of name. The submitted document will only be used to confirm the identity of the applicant. Rikkyo University may request additional evidence to confirm your name on submitted documents. Successfully enrolled students may apply to use their maiden, common or a name other than their legal name. Please refer to the Enrolment Procedure Guidelines which will be sent to successful applicants for details on applications to use other names.

1: Undergraduate degree

Note 1: Please note a **certificate of verification** is not the actual Testamur, Diploma or Degree Document received upon the award of a degree at a graduation ceremony.

In order to be admitted to the MIB Degree program you must hold a bachelor's or an equivalent degree, or be due to receive a bachelors degree or its equivalent before the MIB degree program is scheduled to commence. You are therefore required to submit a **certificate of verification** (see note 1) issued by the institution where you received your undergraduate degree. Please submit an official certificate of verification issued by the university where you were awarded your undergraduate degree indicating that you are a graduate, the name of your degree, the date you were admitted and the date when you graduated.

If you have not yet graduated from your undergraduate degree program please submit an official certificate issued by the university where you are currently enrolled stating that you are expected to graduate on or before MIB Degree program Admission Date.

If you are applying for an bachelors degree issued by the *National Institution for Academic Degrees and Quality Enhancement of Higher Education* in Japan you must submit a "degree application certificate."

If you are enrolled in a course at a junior college or at a technical college accredited by the *National Institution for Academic Degrees and Quality Enhancement of Higher Education* in Japan you must submit a certificate issued by the school where you are enrolled stating that you are due to graduate by the MIB Degree program Admission Date and signed by the head of the school.

Those due to receive a degree or an equivalent qualification before entering the MIB degree program will be required to provide proof that they have graduated and received a degree or an equivalent qualification before they can be admitted to Rikkyo University. Failure to provide such proof will result in your disqualification and the withdrawal of your offer of admission.

2: Academic transcripts

You are required to submit certified copies of your academic transcripts issued by the institution where you received your undergraduate degree, and from any other undergraduate or graduate programs where you have previously studied regardless of whether or not you completed the program and were awarded the degree.

If you have not yet graduated, please submit a complete set of your latest official academic transcripts. These documents should be written in English. If an official transcript is not available in English, the original must be submitted along with an officially certified English translation.

Your transcripts must include the following information:

1. Full name of applicant
2. Name of degree-granting institution
3. Title(s) of academic degree(s) awarded
4. Dates of enrolment including date of graduation and or degree conferral
5. Names of individual courses
6. Grades, marks, or ratings of individual courses

3: Statement of purpose

Your statement of purpose is your means to convey to the selection committee your goals for the future, how you expect your experience in the MIB Degree Program to help you to achieve these goals and why these goals are important for you.

An authentic and strong statement of purpose will usually give the selection committee a good idea of how and why your future goals were developed, why you wish to join the MIB program and what the accomplishment of your goals and objectives will mean for you and others.

Write your statement of purpose very carefully. Make sure that you take plenty of time to write, revise, and refine your statement until it clearly embodies and expresses your motivations and objectives.

Your statement of purpose must be:

1. Written in English
2. No more than 1000 words in length.

4: Reference letters

Your recommenders are not required to use any specifically designated forms when they write your reference letters. The letters may take any format which may suit your recommenders. Be very careful when you choose who you ask to write your letters of recommendation. These letters will be used by the committee to assess your previous experience, skills and future potentials, which means that your recommender should have adequate knowledge of you as a person and of your abilities to work and learn. Since you are required to submit two letters of reference it is a good idea to ask people who can evaluate you from a different perspective to write you a reference.

The ideal recommender to write your first letter of reference would be your supervising professor or a member of faculty who knew you well when you were studying for your undergraduate or equivalent degree. For your second letter you could ask someone who knows you within a context involving your working life, volunteer activities, community or other extracurricular activities. For both letters the ideal recommender would be somebody who taught, supervised, or worked with you in a senior or managerial position.

The most helpful letters of reference are those which give information about you as an individual, your personality, previous experiences and achievements, and an evaluation of your potentials.

Recommenders must explain their relationship to you, the number of years of their acquaintance with you, and give their current position and physical addresses, email addresses and contact numbers which the selection committee can use to contact them if necessary.

Reference letters must be sent directly by the recommender to the MIB Admissions Office by email. The address for sending reference letters is:



mib@rikkyo.ac.jp

5: GMAT® or GRE® Scores

All applicants must submit either GMAT® or GRE® scores. These test scores are required to evaluate your abilities in a number of fields. The selection committee does not use these test scores as a substitute for an entrance examination.

There is no official minimum test score requirement. The selection committee will evaluate your scores in the various areas of the GMAT® or GRE® and use them to make an overall and balanced evaluation of your aptitude and potential in light of your particular circumstances and background.

Note 1: The GMAT code for Rikkyo University is “KNH-FJ.”

GMAT Scores: Apply to the GMAT administering organization so that a copy of your official GMAT scores will be delivered directly to Rikkyo University before the application documents submission deadline (see note 1).

Note 2: The GRE “DI Code” for Rikkyo University is “2134.”

GRE Scores: Apply to ETS, the GRE administering organization, in order to have a copy of your official GRE scores delivered directly to Rikkyo University before the application documents submission deadline (see note 2).

Please enter your GMAT and/or GRE scores into the Online Application System and indicate the dates when you took the tests. Upload your “Test Taken Report” to the “Other Achievements” section on the Online Application System.

You are also required to either have your official scores delivered directly to Rikkyo University or to submit the original score notification.

6: English language proficiency

If your first language is not English, and your undergraduate degree was not from a program taught *entirely* in English, you are required to submit language test scores to prove your proficiency in the English language.

Scores from either IELTS™ (International English Language Test Scheme), TOEIC® (Test of English for International Communication), or TOEFL iBT® Test (Test of English as a Foreign Language) may be submitted as proof of English language proficiency.

Note: TOEFL and TOEIC are registered trademarks of the Educational Testing Service (ETS). This publication is not endorsed or approved by ETS.

None of these tests are recommended over the others or given any special preference. The use of these tests in the selection process does not constitute an endorsement.

All scores must be from a test taken within the last two years. Input your score and the date the test was taken into the Online Application System.

If you submit IELTS™ Academic scores: Input your score and the date when you took the exam in the space “exam date” (IELTS™) on the Online Application System.

If you submit TOEIC® scores: Input your score and the date when you took the exam in the space “exam date” (TOEIC) on the Online Application System. Contact the Institute for International Business Communication and ask for the “direct delivery system” so that a copy of the Official Score Report will be delivered directly to Rikkyo University.

If you submit TOEFL® iBT Test scores: The official score must be reported directly to Rikkyo University from the Educational Testing Service before the application documents submission deadline. The Educational School Code (ETS code) for Rikkyo University is: 0751.

Document submission method

Applicants are required to submit their required documents as specified below:

Format: Digital file using Online Application System.	1. Verification of undergraduate degree
Submission Deadline: 21 April 2022	2. Academic transcripts
	3. Statement of Purpose
	4. GRE or GMAT test taker score
	5. Proof of English language ability (either IELTS, TOEFL or TOEIC scores as applicable) Test Taker Score Report

Format: Digital file sent by email.	6. Letters of recommendation
Submission Deadline: 21 April 2022	

Applicants who pass both screening phases and are offered a place in the MIB Degree Program will be required to submit original copies of the following documents. Successful candidates will be informed of the submission procedures and deadlines for these documents during the registration and enrolment process.

Format: Hard copy using postal or courier service.	1. Verification of undergraduate degree
	2. Academic transcripts
	3. GRE or GMAT scores
	4. Proof of English language ability (either IELTS, TOEFL or TOEIC scores as applicable)

Examination admission card

All applicants will be issued an Examination Admission Card. This card shows your examinee number. The applicant number is used to identify applicants and announce the results of screening at phases one and two of the admissions process.

You will be issued with an Examination Admission Card after April 30th 2022 and after your application has been officially received and processed, and all your documents have been verified.

Once issued, you can download your Examination Admission Card directly from the Online Application System.

Print out your card and store it carefully.

Document screening results

The Applicant Numbers of all candidates who successfully pass the document screening will be posted on the MIB Degree Program website. Successful applicants will also be notified by email using the email address registered by applicants during the registration process.

Interviews

Applicants who successfully pass the document screening will be invited to participate in an interview.

At the interview applicants will be required to give a presentation on a theme set by the Selection Committee. Successful candidates will be notified of the theme, duration and other details regarding the presentation when they receive their notification of the document screening results.

Applicants residing outside of Japan may take this examination online at a time and method (telephone or video conference) designated by the University.

Applicants residing within Japan will be notified regarding the interview format (in person or via video conference) as part of the interview invitation announcement.

If you are disabled, ill or suffering from injuries and require special consideration at the time of the examination, please contact the MIB Program Officer before the examination date (as early as possible). In some cases candidates may need to submit an “Application for Special Examination Arrangements Form” in writing before the examination date. The necessary forms and further information can be obtained from the MIB Program Officer. Please do not hesitate to contact the office to discuss your needs.

Final results announcement

Final results will be announced by posting a list of the Applicant Numbers of all successful applicants on the Admissions Noticeboard page of the MIB Degree Program website.

No inquiries regarding final results will be answered.

Acceptance letters will be sent to successful applicants at the contact address input in the Online Application System on the announcement day via special registered express mail for those in Japan or an international mail or courier service for those residing overseas.

Successful applicants will be sent an Enrolment Procedure Kit describing the procedure for enrolment and the containing the necessary forms.

Enrolment registration procedure

Please complete the admission procedures before the deadline by sending back the procedure documents by registered express mail and remitting the “academic fees and other payments including admission fee” via bank transfer. Please refer to the “Enrolment Procedure Guidelines,” which will be sent to successful applicants for further details.

Please note that the enrolment documents that are submitted will not be returned for any reason.

The deadline for completion of Enrolment Procedures is 8 July 2022. Documents posted from within Japan must be postmarked on or before the enrolment deadline. Documents sent from outside Japan must arrive at Rikkyo University on or before the enrolment deadline.

You will be required to submit the following documents in order to complete your enrolment registration:

Letter of guarantee	This must be completed by your guarantor (legal guardian).
Agreement for the disclosure of personal information	This must be completed and signed by the applicant.
Reference card for academic registration matters	This must also be completed and signed by the applicant and will require a recent passport style photograph.
Certificate of resident registration form (for non-Japanese nationals)	If you are a non-Japanese national, Rikkyo University will help you obtain a student visa. This form is required to facilitate the visa application process. Please refer to the “Enrolment Procedure Guidelines” for further details.

If you have applied on the basis of your being “due to graduate” you must also submit a graduation certificate and transcripts showing fi-

nal grades. Applicants who were due to graduate from Rikkyo University do not need to submit these documents.

All new students entering a university in Japan are required by Japanese law to undergo a health examination. The examination schedule will be sent to applicants who complete the enrolment 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 normal study, the student may be placed on leave of absence.

Tuition & fees

A breakdown of tuition and fees for the 2022 academic year (September 2022 to September 2023) is as follows:

Academic Fees	Admission fee	¥225,000
	Tuition	¥683,000
	(amount due at the time of enrolment	¥341,500)
Other payments	Research membership fee	¥3,000
	(amount due at the time of enrolment	¥1,500)
	Student mutual-aid health insurance union fee	¥3,500
	(amount due at the time of enrolment	¥1,750)
Total amount due at the time of enrolment		¥569,750
Total amount due at beginning of Semester Two		¥344,750
Total amount due for the first academic year		¥914,500

Tuition is payable in two equal instalments: one at the time of enrolment and the second at the beginning of Semester Two. The Admission Fee is only collected at the time of enrolment.

Tuition reduction for graduates & previous students of Rikkyo University

The Admission Fee for students who previously graduated, are expected to graduate, or who were enrolled but subsequently withdrew from Rikkyo University (including a Graduate School of Rikkyo University) is ¥113,000.

The admission fee for a student who is readmitted after having previously withdrawn from Rikkyo University (including Graduate Schools) will be reduced to ¥113,000 if an official certificate of withdrawal is submitted before the deadline for application document submission. If submitted this certificate will only be used to confirm previous enrolment.

Further details regarding academic fees and other payments will be announced in the “Enrolment Procedure Guidelines” which will be sent to all successful applicants.

Appendix 1: Conditions of eligibility

In accordance with Japanese Law, in order to be eligible applicants must satisfy at least one of the following conditions by September 19, 2022:

1. Graduated with a bachelor degree from an undergraduate degree program at an officially recognized Japanese university.
2. Issued a Bachelors Degree by Japan's National Institution for Academic Degrees and Quality Enhancement of Higher Education.
3. Graduated with a bachelor degree from an undergraduate degree program at a university overseas and having completed a total of 16 years of formal education.
4. Graduated with a bachelor degree from an undergraduate degree program from a university overseas by correspondence or online while residing in Japan and having completed a total of 16 years of formal education.
5. Graduated with a bachelor degree from an undergraduate degree program officially run by an overseas university at facilities located within Japan which has been specifically recognized by MEXT.
6. Graduated with a bachelor equivalent degree from a university or equivalent institution overseas after having completed a program of at least three years in duration. This includes degrees awarded after completion of a program which included study by correspondence undertaken within Japan and/or study undertaken at officially recognized facilities run by the respective educational institution located within Japan.
7. Graduated from a Specialist Course of four or more years in duration at a Vocational School which is officially recognized by MEXT
8. Have graduated from an Educational Institution in Japan as defined and accredited under the Old Japanese Educational System.
9. Graduated from an undergraduate degree program at either the

Note: A university or equivalent institution is defined here as an educational institution which is recognized by either the respective government of that nation, an officially recognized accreditation body within that nation, or officially certified by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT).

National Defence Academy, the Japan Coast Guard Academy, or the Meteorological College of Japan.

10. Be at least 22 years of age and be individually certified by Rikkyo University Graduate School of Business to have attained an academic competency that is equal to or surpasses the level expected of a university graduate. Those who plan to apply on the basis of this condition must undergo a separate review to verify their eligibility prior to their application. For details on the review procedures, please contact the College Administration Office, Section 4, College of Business (email cobjimu@rikkyo.ac.jp) before January 31, 2022.

Successful applicants who claimed eligibility in accordance with any of the first nine of the above conditions will be disqualified and their admission revoked in the event that they are unable to prove on or before September 19, 2022 that they have met the respective requirements.

Appendix 2: Withdrawal after tuition & fee payment

Those who need to withdraw after completing the enrolment procedures and paying their tuition and fees may apply for either a Case A or a Case B withdrawal as shown below. More detailed guidelines are included in the “Enrolment Procedure Guidelines” that will be sent to all successful applicants.

Case A:

This applies to a student who wishes to withdraw after completing the enrolment procedures for individual reasons. In this case academic fees remitted will be refunded with the exception of the admission fee which cannot be refunded. The refund will be made by late October via bank transfer.

Required documents:

1. Form for withdrawal from enrolment (a form designated by Rikkyo University, available at the Admissions Office.)
2. “Receipt for the payment of enrolment procedure fees” including the tuition (copies accepted)

Applications for withdrawal and refunds under Case A must be submitted by September 19 2022.

Case B:

This applies to a student who after completing the enrolment procedures fails to meet the conditions of their acceptance (graduation from undergraduate degree program etc. by the deadline) and has been deemed ineligible for admission. By filing for a withdrawal according to the procedures shown below, the applicants in this case will receive a refund of academic fees remitted including the admission fee. The refund will be made by early November via bank transfer.

Required documents:

1. Form for withdrawal from enrolment (a form designated by Rikkyo University, available at the Admissions Office)
2. “Receipt for the payment of enrolment procedure fees” including the tuition (copies accepted)
3. Certificate confirming that the applicant’s expected graduation is no longer possible.

Applications for withdrawal and refunds under Case B must be submitted by September 30 2022. If you need to apply for a withdrawal please contact the Admissions Office (telephone: +81-3-3985-3293) for assistance as soon as possible.

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