

Admission and Examination Guide 2024

**For September 2024 Admission
to the Master of Public Management
and Administration Course
(MPMA)**

Master of International Business Program
Graduate School of Business
Rikkyo University

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1 Period of Admission

Period of Admission is September 2024.

2 Admission Capacity

The admissions quota for 2024 is as follows:

Program	Stream	Admission Capacity Note (1)(2)(3)
International Business	MPMA Stream	50

Note 1: This figure includes both the Master of International Business (MIB) Course and the Master of Public Management and Administration (MPMA) Course in the Master of International Business Program.

Note 2: This figure includes the intake from the Linkage Double Degree Programs.

Note 3: Admission is strictly based on the entrance examination performance. Applicants are not guaranteed admission even if the total number of applicants is less than the admission capacity.

3 Schedule

*The timeline shows Japan Standard Time (JST)

Online application period (Note 1)	Monday, April 1– Tuesday, April 16, 2024
Announcement of initial document screening (Note 2)	11am, Friday, April 26, 2024
Oral examination (Note 3)	Tuesday, May 7 and Wednesday, May 8, 2024
Announcement of final result (Note 4)	11am, Friday, May 17, 2024
Enrollment procedure deadline (Note 5)	Friday, July 5, 2024

Results of both screening will be posted on the MPMA website.

https://mpma.rikkyo.ac.jp/admissions_n_visa.html

Note 1: Application procedures are as follows:

(1) Applications begin by registering on the Online Application System.

Please find the link to the Online Application System on the admission page of the MPMA website.

https://mpma.rikkyo.ac.jp/admissions_n_visa.html

(2) Application fee must be paid by the stated application submission deadline. For details, please refer to page 6.

(3) Application documents must be uploaded to the Online Application System by the due date, April 16.

Note 2: Initial document screening will be conducted by reviewing the submitted application documents. The

Examinee Numbers of all successful applicants who pass the initial document screening will be posted on the MPMA website.

Note 3: Details and schedules of the oral examination will be sent to successful applicants by email along with their initial document screening results. All applicants must take the examination at the time and by the method designated by the University. Requests for schedule changes will not be accepted.

Note 4: The Examinee Numbers of all successful applicants who pass the oral examination will be posted on the MPMA website. Result and other notifications will be mailed to successful applicants on the date of the final result announcement.

Note 5: Please refer to page 12 for details.

4 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, 2024:

1. Graduated with a bachelor's degree from an undergraduate degree program at an officially recognized Japanese university.
2. Issued a bachelor's degree by Japan's National Institution for Academic Degrees Quality Enhancement of Higher Education.
3. Graduated with a bachelor's 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's degree from an undergraduate degree program at 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's degree from an undergraduate degree program officially run by an overseas university located in Japan which has been specially recognized by MEXT.
6. Graduated with an equivalent degree to bachelor's from a university or an equivalent institution overseas after having completed a program of at least 3 years in duration. This includes degrees awarded after completion of a program which includes study by correspondence undertake within Japan and/or study undertaken at officially recognized facilities run by the respective educational institution located in Japan.
7. Graduated from a Specialist Course of 4 or more years in duration at a Vocational School which is officially recognized by MEXT.
8. Have graduated from Educational Institution in Japan as defined accredited under the Old Japanese Educational System.
9. Graduated from an undergraduate degree program at any one of the National Defense Academy, the Japan Coast Guard Academy, and 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 MPMA Course Office (mpma@rikkyo.ac.jp) before January 31, 2024.

Notes;

- (1) **A university or equivalent institution is defined here as an educational institution which is recognized by any one of the respective government of that nation, an officially recognized accreditation body in that nation, and officially certified by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT).**
- (2) **Successful applicants who claimed eligibility in accordance with any of the first 9 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, 2024 that they met the respective requirement.**

The application fee in Japanese Yen is ¥ 35,000. This fee does not include the handling charge of ¥ 1,500. The total amount must be paid according to the following procedure:

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

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

6 Application Documents

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

Document No.1~8 should be submitted through **Online Application System**

by **Tuesday, April 16, 2024**

1. MPMA Application Form
 2. Research Proposal
 3. Statement of Purpose
 4. Certificate of Graduation (Expected graduation) for Bachelor Degree
 5. Certificate of Grades and Credits (in English from the university graduated or expected to graduate)
 6. ID photo in passport size (height: 4cm, width: 3cm)
 7. (Only for non-native English applicants) Certificate of English Qualification such as TOEFL iBT® Test, IELTS or TOEIC® Test score
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8. (If applicable) Certificate of Qualification, If you are applying under the "equivalent qualification" described in page 5, No.10 in "*Conditions of Eligibility*", submit documents that provide proof of equivalent qualifications.

Document No. 9 and 10 should be sent **by email directly to the MPMA office** (mpma@rikkyo.ac.jp) by **Tuesday, April 16, 2024**

9. Reference Letter (in any format)
10. Online Verification China Degree Electronic Certification Report by CHSI (If applicants have graduated or will graduate from a university or graduate school in China)

Note 1: The format of Document 1~3 are downloadable at the MPMA website.

(https://mpma.rikkyo.ac.jp/admissions_n Visa.html)

Note 2: Documents No. 1 to 8 must be uploaded to the Online Application System.

Note 3: Documents must be submitted as scans of the originals in PDF format.

Note 4: A reference letter must be submitted by your recommender directly to the MPMA office by email.

Note 5: We do not accept any additional documents as applicable for screening such as the score of Japanese-Language Proficiency Test and so on.

Note 6: Applicants who pass both screening phases and are offered a place in the MPMA course will be required to submit original hard copies of the following documents. Successful applicants will be informed of the submission procedures and deadline for these documents during the enrollment process.

- (1) Certificate of Graduation (Expected graduation) for Bachelor Degree
- (2) Certificate of Grades and Credits in English from the university graduated or expected to graduate
- (3) Certificate of English Qualification (for those who do not choose the direct delivery system)

Shown below is how to prepare the application documents.

1	MPMA Application Form	Please input the necessary information in accordance with instructions. For the Academic Background, it is important that you also provide the exact degree title. (Example: B.A. in Economics)
2	Research Proposal	Approximately 1,000 words in length word processed on double-spaced on A4 size paper. Not by hand-writing but typing, use "Calibri", font size 11. Given the limited amount of time, it is very important for the applicant to have a clear plan for the master's thesis. Describe the research plan as carefully as possible. Be sure to include the subject, motivation, and goal.
3	Statement of Purpose	Approximately 500 words in length word processed on double-spaced on A4 size paper. Not by hand-writing but typing, use "Calibri ", font size 11.
4	Certificate of Graduation (Expected graduation) for Bachelor Degree	Must be issued by the university from which the applicant graduated. Or a certificate of expected graduation if expected to graduate. Not required for those who have graduated (or are due to graduate) from Rikkyo University. * In addition to the above, applicants who have graduated or will graduate from a university or graduate school in China should prepare an Online Verification China Degree Electronic Certification Report (中国学位电子认证报告) by CHSI (China Higher-education Information and Student Information). The certificate must be sent by email directly to the MPMA office (mpma@rikkyo.ac.jp) by CHSI. The certificate forwarded by the applicant is invalid. Applicants who are expected to graduate should follow above as soon as you graduate from the university or graduate school along the submission of a certificate of expected graduation.
5	Certificate of Grades and Credits	Must be issued by the university from which the applicant graduated or expected to graduate. Not required for those who have graduated (or are due to graduate) from Rikkyo University.
6	ID photo	The photograph of the applicant in black and white or in colors should be taken within 3 months. Its size should be 4cm x 3cm. The photograph must show the face of the applicant clearly, with the applicant facing forward, with no hat and against a plain background.
7	TOEFL iBT® Test, TOEIC® or IELTS Test Scores If your first language is not English or, if your undergraduate degree was not from a program taught entirely in English, you are required to submit language test scores to prove your English proficiency. <u>TOEFL Home Edition, IELTS Online (Indicator) are not accepted.</u>	The scores must be from a test taken on May 17, 2022 or later. Input the date when you took the exam in the field "exam date" (TOEFL) on the Online Application System. 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."
	TOEFL iBT®	

	TOEIC®	The scores must be from a test taken on May 17, 2022 or later. Input the date when you took the exam in the field "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 before the application documents submission deadline.
	IELTS	The scores must be from a test taken on May 17, 2022 or later. Input the date when you took the exam in the field "exam date" (IELTS) on the Online Application System. Contact IELTS Official Test Centre and ask for the direct delivery system so that a copy of the Official Test Report Form will be delivered directly to Rikkyo University before the application documents submission deadline.
	<p>The certificate should be sent to:</p> <p>Name of school/organization College of Business, Rikkyo University</p> <p>Address 3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo 171-8501 Japan</p> <p>Name of receiving dept / section / person-in-charge MPMA Office, College Administration Office Section 4, College of Business Rikkyo University</p>	
8	Certificate of Qualification (If applicable)	If you are applying under the "equivalent qualification" described in page 5, No.10 in "Conditions of Eligibility", submit documents that provide proof of equivalent qualifications.
9	Reference Letter	One Reference letter is necessary which should be remarked by your supervisor or professor, whoever concerns to your academic life. It must be submitted by your recommender directly to the following address by email. [MPMA Office: mpma@rikkyo.ac.jp] This email should be titled as [Reference letter to MPMA office] and include the applicant's name in its text. You can use any format.

Notes on the application documents

(1) Those who are applying based on No. 2 under Conditions of Eligibility (see page 5) must submit a "Graduation certificate (or certificate of expected graduation for those graduating by September 2024)," under application documents, in accordance with the requirements listed below.

- ① Those who hold a bachelor's degree: Bachelor's degree certificate issued by the National Institution for Academic Degrees and University Evaluation
- ② Those who will receive a bachelor's degree:
 - a) Those that are enrolled in non-degree course at a junior college or at a technical college accredited by the National Institution for Academic Degrees and University Evaluation: A certificate of expected graduation issued by the school, declaring that the applicant is due to graduate and a degree application certificate signed by the head of the school.
 - b) Those other than the above: A "degree application certificate" issued by the National Institution for Academic Degrees and University Evaluation.

(2) Unless otherwise specified by the MPMA Office, all documents and certificates submitted must be written in either English or Japanese.

- (3) If the name printed on the certificate is different from the applicant's present name, please attach a document for official proof of name change (family register copy, etc.). 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 Guidebook which will be sent to successful applicants.
- (4) Rikkyo University may request the additional document to confirm your name on the submitted documents.
- (5) Application documents received by Rikkyo University will not be returned for any reason.
- (6) 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.

7 Examination Admission Ticket

An Examination Admission Ticket will be issued to all applicants whose application have been officially received and processed, and all documents have been verified. This ticket shows your Examinee Number and is used to identify applicants and to announce the screening result.

Once the Examination Admission Ticket is available on the Online Application System, it will be informed to the applicants by email. You can download your Examination Admission Ticket directly from the Online Application System, so print out and keep it carefully.

8 Entrance Examination

The entrance examination consists of two parts: the initial document screening (review of submitted application documents) and the oral examination.

For those applicants who have successfully passed the initial document screening, their Examinee Numbers will be posted on April 26 at the MPMA website below.

URL: https://mpma.rikkyo.ac.jp/admissions_n_visa.html

Applicants who have successfully passed the document screening will be invited for the oral examination. It is scheduled as follows:

Oral Examination Date	Tuesday, May 7 and Wednesday, May 8, 2024
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- (1) Applicants residing outside of Japan may take this examination online at the time and by the method designated by the University.
- (2) Applicants residing within Japan will be notified regarding the interview format (in person or via video conference) as a part of the interview invitation announcement.
- (3) All applicants must take the examination at the time and by the method designated by the University. Requests for schedule changes will not be accepted.

Note 1: No additional materials are necessary when you attend the oral examination.

Note 2: If the applicant is physically disabled, ill or suffering from injuries and requires special consideration for the examination, please contact the MPMA Office in advance, and submit an "Application for Special Examination Arrangements".

The final result will be announced at 11:00 am on **Friday, May 17, 2024.**

The Examinee Numbers of successful applicants will be posted on the MPMA website as below.

URL: https://mpma.rikkyo.ac.jp/admissions_n_visa.html

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

10 Enrollment Procedure

The Enrollment Procedure consists 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, July 5, 2024.

Step 2: Enrollment documents

Enrollment documents must be submitted to Rikkyo University by Friday, July 5, 2024.

Details will be announced to all successful applicants by mail or email. Please note that the enrollment documents that are submitted will not be returned for any reason.

Academic fees and other payments for the first year

Academic fees	Tuition (at the time of enrollment)	JPY 1,800,000 (JPY 900,000)
Other payments	Student mutual-aid health insurance union fee (at the time of enrollment)	JPY 3,500 (JPY 1,750)
Total amount to be remitted by July 5, 2024 for the first semester		JPY 901,750
Total amount to be remitted in the spring semester 2025 ※The tuition fee for the second semester will be charged in May 2025		JPY 901,750

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 2025. Since Rikkyo University must be able to confirm the payment of the first installment by July 5, 2024, applicants should be ready to make a payment arrangement well before the deadline.

Notes for academic fees and other payments

(1) Details for academic fees and other payments will be announced in the “Enrollment Guidebook” which will be sent to all successful applicants.

(2) Tuition includes a semester enrollment fee 60,000 JPY per semester; 120,000 JPY per year in total.

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.

11 | Withdrawal Procedure

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 Guidebook" that will be sent to all successful applicants. Those who intend to withdraw and apply for a refund should refer to the guidebook. If you have any inquiries, please contact the MPMA Office.

Case A:

The applicant wishes to withdraw due to circumstances beyond his/her control after completing the enrollment procedure. By filing for a withdrawal according to the procedures shown below he/she will receive a refund of "remitted academic fees and other payments." (The refund will be made by toward the end of October via bank transfer).

Deadline for refund application: September 19, 2024

Required documents:

- Form for withdrawal from enrollment (A form designated by Rikkyo University. To obtain the form, please contact with the Admissions Office; admissions@rikkyo.ac.jp)

Case B:

After completing the enrollment procedures, the expected graduation or completion is cancelled, making the applicant ineligible for admission. By filing for a withdrawal according to the procedures shown below, the applicant will receive a refund of "remitted academic fees and other payments." (The refund will be made by early November via bank transfer.)

Deadline for refund application: September 30, 2024

Required documents:

- Form for withdrawal from enrollment (A form designated by Rikkyo University. To obtain the form, please contact with the Admissions Office; admissions@rikkyo.ac.jp)
- Certificate confirming that the applicant's graduation is no longer possible.

12 FAQs (Frequently Asked Questions)

Q. May I send the Reference Letter directly to MPMA office?

A. No. We only accept the submission by email which is sent by a recommender.

Q. May I submit the certificate not in English nor Japanese?

A. If an official certificate or transcript is not available in English, the original must be submitted along with an officially certified English translation.

Q. In order to pay the application fee, can I use a wire transfer from outside of Japan?

A. No. We only accept the payment by a credit card.

Q. Do you set a limitation on English ability when screening the application documents?

A. We do not set a certain limitation on English ability. However, please take it into consideration that all MPMA classes are offered only in English.

Q. Could you tell me about the screening criteria?

A. We do not disclose information about our screening criteria. Additionally, please note that we do not respond to any individual inquiries about reasons for non-acceptance.

Q. I would like to know the schedule after screening the application documents.

A. You may find the result at our website, and we will announce the date of Oral Examination via email to applicants who have passed the screening.

13 Contact

MPMA Office

E-mail: mpma@rikkyo.ac.jp