

Spring 2013 Special International Student Orientation Schedule

As of March, 2013

***All the orientation sessions will be held in Ikebukuro campus.**

International Office, Rikkyo University

Date	Day	Time	Group	Schedule	Location	Remarks
April 2	Tue	(Morning or afternoon)	Students who arrived in Japan by this date	Registration of Address in Japan, National Health Insurance Plan, and National Pension Plan	City Hall	You must go to the office of the city/ward where you reside (For those who live in the RUID/RIR buildings, volunteer students will assist you.) ★You need to take your passport and residence card when you visit city hall. ★Obtain a original copy of the Certificate of Resident Record which include the information such as name, date of birth, sex, address, nationality, residence status, length of residence status, number of residence card, and expiration date of residence status (fees required) as well as the National Health Insurance Eligibility Certificate and submit them to International Office on Wednesday, April 3.
3	Wed	9:30 ~ 10:00 a.m.	All new students	Registration	English: Room M201 Japanese: Room M202 2nd floor, McKim Hall	★Please bring passport, 2 photographs (4x3cm) ★If you complete registration by this date, please bring a original copy of the Certificate of Resident Record as well as the National Health Insurance Eligibility Certificate. If you plan to join the Rikkyo Student Mutual-Aid Health Insurance, you must bring 3,500 yen (annual insurance fee) in cash.
		10:00 ~ 12:00 p.m.		Orientation: Enrollment at Rikkyo and immigration issues, student life		Explanation about academic matters and immigration issues, student life, insurance etc.
		★ 1:30 ~ 2:00 p.m. 2:00 ~ 5:00 p.m.	Students who intend to take Japanese classes	Japanese Placement Test: Explanation Japanese Placement Test: Part I (paper test)	3rd floor, McKim Hall (Location: TBA)	Those who wish to be enrolled in the Japanese language courses must take the placement test.
4	Thur	★ 10:00 ~ 12:30 p.m. (Interview Time: TBA)	Students who intend to take Japanese classes	Japanese Placement Exam: Part II (interview)	Room 9205 2nd floor, Building No.9	Those who wish to be enrolled in the Japanese language courses must complete the exam.
		10:00 ~ 11:00 a.m.	JASSO Scholarship Recipients	JASSO scholarship orientation	Room M201 2nd floor, McKim Hall	All new JASSO scholarship recipients must attend this session.
		10:00 ~ 11:00 a.m.	MEXT Scholarship Recipients	MEXT scholarship orientation	Room M202 2nd floor, McKim Hall	All new MEXT scholarship recipients must attend this session.
		1:30 ~ 2:45 p.m.	Rikkyo University International Dormitory (RUID/RIR) Residents	Rikkyo University International Dormitory (RUID/RIR) Orientation	RUID: Room M201 RIR: Room M202 2nd floor, McKim Hall	★RUID/RIR residents need to bring 2 photographs (4.5 x3.5cm).
		3:00 ~ 4:00 p.m.	RUI Scholarship Recipients	RUI scholarship orientation	Room M201 2nd floor, McKim Hall	All new RUI scholarship recipients must attend this session.
		3:00 p.m. ~	College of Business exchange students	College of Business exchange students orientation	Room M202 2nd floor, McKim Hall	College of Business exchange students must attend the College of Business exchange students orientation.
5	Fri	(Morning or afternoon)	Students who have not completed registration process before this date	Registration of Address in Japan, National Health Insurance Plan, and National Pension Plan	City Hall	You must go to the office of the city/ward where you reside (For those who live in the RUID/RIR buildings, volunteer students will assist you.) ★You need to take your passport and residence card when you visit city hall. ★Obtain a original copy of the Certificate of Resident Record which include the information such as name, date of birth, sex, address, nationality, residence status, length of residence status, number of residence card, and expiration date of residence status (fees required) as well as the National Health Insurance Eligibility Certificate and submit them to International Office on Saturday, April 6.
		★ 5:00 p.m.	Students who wish to apply to take a BBP class	Due date for applying for the BBP class	by email	Students who wish to take the BBP classe must send a required documents to Prof. Matsunaga by email. For the details and exact procedure, please refer to the document regarding this course
		★ 5:00 p.m.	Students who wish to apply to take a SGC class	Due date for applying for the SGC class	by email	Students who wish to take the SGC classe must send a required documents to Prof. Schules by email. For the details and exact procedure, please refer to the document regarding this course
		★ 5:00 p.m.	Students who wish to apply to take Research Seminar 3rd year class offered by College of Business	Due date for applying for Research Seminar 3rd year class	by email	Students who wish to take Research Seminar 3rd year class must send a required documents to Prof. Takezawa by email. For the details and exact procedure, please refer to the document regarding this course
6	Sat	★ 10:15 ~ 11:45 a.m.	Students who intend to take Japanese classes	Center for Japanese Language Education (CJLE) Orientation	Room M201 2nd floor, McKim Hall	All students who intend to take Japanese classes must attend the Japanese Language Program Orientation.
		★ 12:45 ~ 2:15 p.m.	All new students	Course Registration Orientation	English: Room M201 Japanese: Room M202 2nd floor, McKim Hall	All students must attend this session. ★Students who are registered in City Hall after April 2 please bring a original copy of the Certificate of Resident Record as well as the National Health Insurance Eligibility Certificate. If you plan to join the Rikkyo Student Mutual-Aid Health Insurance, you must bring 3,500 yen (annual insurance fee) in cash. ★Please bring "Rikkyo University Exchange Student Program" and "Special International Students' Handbook" which are given on April 3.
		2:30 ~ 5:30 p.m.	New students through inter-university exchange, MEXT scholarship, and New students at College of Tourism and College of Sociology (inter-college exchange)	Meeting with a buddy and Campus tour	Room M201 2nd floor, McKim Hall	Students meet a buddy and have a campus tour.
		★ 6:00 p.m.	Students who wish to apply to register for business courses (limited enrollment) offered in English	Deadline for submitting Form E to register for business courses with limited enrollment.	(Ikebukuro)International Office 1st floor of McKim Hall *COB exchange students must submit the form to the room M615.	Students who wish to register for business courses with limited enrollment must submit the registration form E.
7	Sun	★	Students who wish to apply to take Research Seminar 2nd year class offered by College of Business	Due date for applying for Research Seminar 2nd year class	by email	Students who wish to take Research Seminar 2nd year class must send a required documents to Prof. Ozaki by email. For the details and exact procedure, please refer to the document regarding this course

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8	Mon	★ 3:00 p.m.	Those who wish to take foreign language courses	Registration Form B (foreign language) deadline	International Office (Ikebukuro: 1st floor of McKim Hall, Niiza: 2nd floor of Building No.7)	Those who wish to take foreign language courses must submit the Registration Form B.
			Those who wish to take a sports course	Registration Form C (sports class) deadline		Those who wish to take a sports course must submit the Registration Form C (limited to 2 students per class).
			Those who wish to take English Subjects in General Curriculum courses	Registration Form D (English Subjects in General Curriculum) deadline		Those who wish to take English Subjects in General Curriculum courses must submit the Registration Form D (limited to 2 students per class).
9	Tue	9:15 ~ 10:45 a.m.	Those who wish to open a Tokyo-Mitsubishi UFJ bank account	Tokyo-Mitsubishi UFJ bank account application	Room M201 2nd floor, McKim Hall	The students who wish to open their bank account at Mitsubishi-Tokyo UFJ bank must attend this session.
		11:00 ~ 12:30 p.m.	All new students	Library Orientation	Room M202 2nd floor, McKim Hall	The Library Orientation is conducted by a staff of Library.
		1:30 ~ 2:30 p.m.	All new students	Computer Orientation	Room M202 2nd floor, McKim Hall	The Computer Orientation is conducted by a staff of Media Center.
		★ 2:45 ~ 3:45 p.m.	Students who wish to take a Cultural Exchange class	Course Registration for Cultural Exchange	Room M202 2nd floor, McKim Hall	The students who wish to take the "Cultural Exchange" course at the College of Intercultural Communication must attend this session.
		★ 12:15 p.m.	Students who wish to apply to take a sports course	Announcement of sports classes (Form C)	International Office (Ikebukuro: 1st floor of McKim Hall, Niiza: 2nd floor of Building No.7)	Students who submit the registration Form C must check the class allocation announcement.
			Students who wish to apply to take English subjects in General Curriculum courses	Announcement of English subjects in General Curriculum courses (Form D)		Students who submit the registration Form D must check the class allocation announcement.
			Students who wish to apply to register for business courses (limited enrollment)	Announcement of the business courses placement (Form E)		Students who submit the registration form E must check the class allocation announcement.
			Students who wish to apply to take a BBP class	Announcement of BBP class		Students who applied for BBP must check the class allocation announcement.
			Students who wish to apply to take a SGC class	Announcement of SGC class		Students who applied for SGC must check the class allocation announcement.
			Students who wish to apply to take Research Seminar 2nd, Research Seminar 3rd year offered by College of Business	Announcement of Research Seminar 2nd, Research Seminar 3rd year offered by College of Business		Students who applied for Research Seminar 2nd, Research Seminar 3rd year offered by College of Business must check the class allocation announcement.
10	Wed	★ 9:00 a.m. ~	All new students	Classes start		
10	Wed	★ TBA	Inter-university exchange, and MEXT scholarship students only	Interview with academic advisors / supervising professors	TBA	Check the interview schedule (given to you during the orientation) and meet your academic advisor / supervising professor to discuss your academic plan.
11	Thur	★ TBA	Those who wish to take foreign language courses	Interview with chief instructors (Chinese, German, Korean, Spanish)	TBA	Interview details will be sent to those who wish to take foreign language courses. You need to check your course schedule when you have an interview.
12	Fri					
12	Fri	★ 12:15 p.m. ~	All new students	Issuance of student ID card	International Office (Ikebukuro: 1st floor of McKim Hall, Niiza: 2nd floor of Building No.7)	Along with student ID card, you will also receive student commuter certificate (necessary for the purchase of student commuter pass) and V-Campus login information (password and ID)
		★ 5:00 p.m.	Inter-university exchange and MEXT scholarship (graduate students) only	"Special Tutorial Session Form" deadline	International Office (Ikebukuro: 1st floor of McKim Hall, Niiza: 2nd floor of Building No.7) *COB exchange students must submit the form to the room M611.	Inter-university graduate students must submit the Special Tutorial Session Form along with Registration Form A.
			All new students	<u>Course registration (Registration Form A) deadline</u>		You must complete the Registration Form A and submit the document to respective offices.
19	Fri	★ 10:00 a.m.~	All new students	Confirmation of personal schedule *You must pick up your personal course schedule.	International Office (Ikebukuro: 1st floor of McKim Hall, Niiza: 2nd floor of Building No.7) *COB exchange students must submit the form to the room M611.	<u>Be sure to receive your personal schedule at respective offices and confirm your classes.</u>
20	Sat	12:20 ~ 3:00 p.m.	All new students	Life Safety Learning Seminar	TBA	*We will give you the detailed information of Life Safety Learning Seminar on Wednesday, April 3.
26	Fri	6:30 ~ 8:00 p.m (Doors Open at 6:15 p.m)	All new students	Welcome Reception for new international students	Main Dining Hall, Ikebukuro Campus	All new international students are invited this party.

"★"marks indicate the important procedures regarding course registration.

* Room M611 is the COB International Business Program Office, 6th floor of the Mckim Hall