

致报考经济学研究科的留学生们

注意

- 该文书只为补助情报。想要应考经济学研究科者，请参考该页面(http://www.ris.ac.jp/examination_information/examination/daigakuin.html)。
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- 该文书为截止至2018年12月29日时的情报。关于最新的情报请务必于立正大学的官方网站或招生中心确认。
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For International Students Applying for the Graduate School of Economics

Precautions

- This information only serves as support and only partly covers the application process; therefore, please refer to the official page (http://www.ris.ac.jp/examination_information/examination/daigakuin.html) for those who are planning to apply for the entrance examination for the Graduate School of Economics.
- The Rissho University and the Rissho University Graduate School of Economics accept no liability for any damage or loss caused by misinterpretation of this information .
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为报考经济学研究科的留学生预备的补助情报

1. 招生问询处

立正大学招生中心（品川校区）
〒141-8602 东京都品川区大崎 4-2-16
电子邮件：exa@ris.ac.jp 电话号码：+81-3-3492-6649

2. 报考方法

1) 报考方法

外国人留学生考试报考者原则上只能通过窗口报考。

窗口报考

请确认报考资料无误，并在报考期间内提交到立正大学招生中心（品川校区）。
窗口受理时间：上午 10 点起至下午 4 点为止（周日・节假日除外）。

※ 邮寄报考

仅限居住于日本国外的报考者，可通过邮寄报考，且需在报考截止日的 2 周之前送达。

2) 报考处

立正大学招生中心（品川校区）
※ 仅限居住于日本国外的报考者，可在规定的报考期间之前报考。

3) 考试费用的支付方法

- (1) 使用本校所规定的入学考试志愿票以电信汇款方式在银行支付，并在 A 票・B 票・C 票上需盖有受理银行的领收印（汇款手续费由报考者承担）。
※ 从日本国外汇出考试费时，请先确认从当地银行汇款时所需的汇款手续费以及在日本国内的银行支出时所需的手续费后，请汇出考试费用加上两边的手续费的金额，且不受理支票支付。
- (2) 考试费的支付银行处理期限为报考截止日当天。
- (3) 不能使用 ATM（现金自动预支付机）。请通过银行窗口汇款。
- (4) “B 票 汇款领取书（考生保存用）”，请由本人作为票据保管。

3. 报考后的注意事项

- (1) 提交志愿书后，一概不允许变更包括报考专业等信息。
- (2) 已经提交的资料以及考试费用，不论任何理由一概不予归还。

4. 报考资格

○ 博士后期课程（外国人留学生）

报考者需符合 (1)、(2) 或 (3) 中的任一条件，且需具备①与②的两个条件。

- (1) 拥有硕士学位者（包含截止入学当年的 3 月为止预定取得硕士学位者）。
- (2) 在日本国外拥有硕士学位或拥有相当于硕士的学位者。
- (3) 本大学院认定拥有与硕士学位同等或以上的学习能力者，且年满 24 岁。

※ 关于不符合 (1) 或 (2) 者，需通过“立正大学大学院 报考资格审查”以获得报考资格。详情参照在日文版《学生募集要项》中的“立正大学大学院 报考资格审查要项”。

※ 以 (3) 为报考资格的报考者，需通过“立正大学大学院 报考资格审查”以获得报考资格。详情参照在日文版《学生募集要项》中的“立正大学大学院 报考资格审查要项”。

- ① 具备入学后能够正常无障碍上课的日语能力者。
- ② 拥有日本“出入国管理法”以及“难民认定法”第 2 条之 2 的另表第 1 所规定的“留学”在留

资格者、以及入学后可获得“留学”的在留资格者。

○硕士课程（外国人留学生）

报考者需符合（1）、（2）或（3）中的任一条件，且需具备①与②的两个条件。

- （1）毕业于日本“学校教育法”第 83 条规定的大学者以及于入学当年的 3 月预定毕业者。
- （2）在日本国外已经完成 16 年正规教育者，或预定结业者。但是，关于大学教育结业的学校教育的课程为 15 年的国家，被本大学院认定为以优异的成绩修完大学教育者。
- （3）本大学院认定拥有与大学毕业同等以上的学习能力者，且年满 22 岁。

※关于（预定）毕业于日本国外 3 年制大学者等、不符合报考资格的（1）或（2）者，需通过“立正大学大学院 报考资格审查”以获得报考资格。详情参照在日文版《学生募集要项》中的“立正大学大学院 报考资格审查要项”。

※以（3）为报考资格的报考者，需通过“立正大学大学院 报考资格审查”以获得报考资格。详情参照在日文版《学生募集要项》中的“立正大学大学院 报考资格审查要项”。

- ①具备入学后能够正常无障碍上课的日语能力者。
- ②拥有日本“出入国管理法”以及“难民认定法”第 2 条之 2 的另表第 1 所规定的“留学”在留资格者、以及入学后可获得“留学”的在留资格者。

5. 报考资料以及考试费用

以下材料需统一提交，如资料不足则无法受理。

※如因婚姻等关系，报考资料与现在的姓氏不同时，则请于报考时附上由政府机构发行的，可证明其事由的证明书。

○博士后期课程（外国人留学生）

（1）入学志愿票 A 票（本校所规定用纸）

※请参考在日文版《学生募集要项》中的“填写入学考试志愿票时的注意事项”，进行填写。

※请按照在日文版《学生募集要项》中的“入学检定费的支付方法”，交纳考试费用，并在 3 处“受理银行印”栏上，需盖有受理银行的领收印。但只需提交“A 票”。

（2）简历（外国人留学生请使用**式样 C**）

（3）最终学校的成绩证明书（副本可）

（4）硕士课程修了证明书或修了预定证明书（副本可）、日本国外的大学的毕业证书，副本亦可。

※在日本国外拥有硕士学位或相当于硕士学位的学历者或博士的学位者，提交可代替（4）的学位证明书（日文或英文）。

（5）健康诊断书（外国人留学生请多使用**式样 B**）

※如就读于日本的大学者，可用就读大学的健康诊断书代替。

（自发行日起算 3 个月以内）

（6）照片 1 枚（高 4 cm×宽 3 cm 贴于志愿票的指定栏）

※报考后送达的应考票，还另外需要 1 张（高 4 cm×宽 3 cm）的照片。

（7）其他的必要资料

• 研究计划书（本校所规定用纸：**式样 M**）

• 硕士论文或可代替其的研究论文以及其要旨

• 硕士课程修了者且修了后超过 1 年以上者，除硕士论文外，需一并提交毕业后的研究业绩。

（8）护照与在留卡（双面）的副本（护照需提交以下 2 页的副本。记载有①姓名、出生年月日、护照号码、脸部照片、有効期限的页面 ②在留资格的页面）

※仅限已在留日本者需要提交。

（9）保证书（本校所规定用纸：**式样 E** 由保证人证明的资料）

（10）外国人留学生考试应考资格证（本校所规定用纸：**式样 F** 拥有日本的在留资格者无需提交）

（11）“应考票”、“判定通知”发送地址登记票（本校所规定用纸：**式样 D** 日本国外的报考者，仅限需要将“应考票”“判定通知”发送至日本国外时）

（12）证明立正大学就读纪录的资料（仅限过去或在报考时在立正大学或立正大学院有在编纪录者）

立正大学或立正大学院任一的毕业（预定）证明书、修了（预定）证明书、退学证明书的任一（在(4)已经提交者除外）

※在立正大学或立正大学院有就读纪录者，在报考时提交上述证明书时，可**免除入学金**。

※立正大学短期大学部、保育专门学校则**不予免除入学金**。

※符合该条件者，请将志愿票“⑨立正大学就读纪录确认”的“2：是”的方框口涂黑。

※如要免除入学金者，请注意在报考时，需提交指定的资料。

考试费用：35,000 日元（无需课收消费税）

支付方法请查看日文版《学生募集要项》。

○硕士课程(外国人留学生)

(1) 入学志愿票 A 票（本校所规定用纸）

※请参考在日文版《学生募集要项》中的“填写入学考试志愿票时的注意事项”进行填写。

※请按照在日文版《学生募集要项》中的“入学检定费的支付方法”，交纳考试费用，并在(3)处“受理银行印”栏上，需盖有受理银行的领收印。但只需提交“A票”。

(2) 简历（外国人留学生请使用**式样 C**）

(3) 最终学校的成绩证明书（副本可）

(4) 出身大学毕业或毕业预定证明书（副本可）、日本国外的大学毕业证书，副本亦可。

※可代替就读大学院结业或预定结业证明书的资料。

※在日本国外拥有硕士学位或相当于硕士学位的学历者或博士的学位者，提交可代替(4)的学位证书（日文或英文）。

※就读于短期大学或高等专门学校的专业科者，提交结业预定证明书以及有预定获得学位者的记载的在籍短期大学长或高等专门学校长的证明书。

(5) 健康诊断书（外国人留学生请使用**式样 B**）

※如就读于日本的大学者，可用就读大学的健康诊断书代替。

（自发行日起算 3 个月以内）

(6) 照片 1 枚（高 4 cm×宽 3 cm 贴于志愿票的指定栏）

※报考后送达的应考票，还另外需要 1 张（高 4 cm×宽 3 cm）的照片。

(7) 研究计划书（本校所规定用纸：式样 L）

(8) 护照与在留卡（双面）的副本（护照需提交以下 2 页的副本。记载有①姓名、出生年月日、护照号码、脸部照片、有効期限的页面 ②在留资格的页面）

※仅限已在留日本者需要提交。

(9) 保证书（本校所规定用纸：**式样 E** 由保证人证明的资料）

(10) 外国人留学生考试应考资格证（本校所规定用纸：**式样 F** 拥有日本的在留资格者无需提交）

(11) “应考票”、“判定通知”发送地址登记票（本校所规定用纸：**式样 D** 日本国外的报考者，仅限需要将“应考票”“判定通知”发送至外国时）

(12) 证明立正大学就读纪录的资料（仅限过去或在报考时在立正大学或立正大学院有在编纪录者）立正大学或立正大学院任一的毕业（预定）证明书、修了（预定）证明书、退学证明书的任一（在(4)已经提交者除外）

※在立正大学或立正大学院有就读纪录者，在报考时提交上述证明书时，可**免除入学金**。

※立正大学短期大学部、保育专门学校则**不予免除入学金**。

※符合该条件者，请将志愿票“⑨立正大学就读纪录确认”的“2：是”的方框口涂黑。

※如要免除入学金者，请注意在报考时，需提交指定的资料。

考试费用：35,000 日元（无需课收消费税）

支付方法请查看日文版《学生募集要项》。

文件结束

For International Students

Applying for the Graduate School of Economics

1. Contact the University Regarding Entrance Examination

The Rissho University Admissions Office
4-2-16 Osaki, Shinagawa-ku, Tokyo 141-8602 Email: exa@ris.ac.jp TEL: +81-3-3492-6649

2. Application Method

1) Application Method

Application of examination for international applicants are basically accepted if applicants come to submit applications directly to the admissions office (Shinagawa Campus) . However, application by post is accepted for those residing outside of Japan, under the condition that the application documents must arrive two weeks before the application deadline.

Applying at the Admissions Office

Upon confirming the application documents, submit all documents within the admission period to the Rissho University Admissions Office (Shinagawa Campus).

Office open hours: 10:00-16:00 (closed on Sundays/ holidays)

2) Where to Apply

The Rissho University Admissions Office (Shinagawa Campus)

International applicants for those residing out of Japan may submit applications before the specified submitting period. (See number.1) above.)

3) Payment of Entrance Examination Fee

(1) Complete a payment of the examination fee through telegraphic transfer using the entrance examination application form of the university, and obtain three receipt stamps on forms A (A 票), B (B 票), and C (C 票) at the bank counter. (Bank transfer fees must be covered by the applicant.)

*In the case of transferring the entrance examination fee from abroad, confirm the transfer fee of the local bank and payout fee of the Japanese bank in advance, then transfer the added total of both bank fees and the entrance examination fee. Payment by check is not accepted.

(2) The bank transfer deadline of the examination fee payment is the same date as the admissions deadline.

(3) ATMs (automatic cash dispensers) are not allowed for the payment of the entrance examination fee. Please make payment at the bank counter.

(4) We ask applicants to keep "Form B (B 票) The Transfer Payment Receipt (for applicant)" as their confirmation of the payment.

3. Precautions Regarding Post Application

- (1) Requests for changing majors etc. are not allowed after submitting application documents.
- (2) Submitted documents and the entrance examination fee will not be refunded under any circumstances.

4. Application Qualifications

Doctoral Course

Qualifications for International Students

Applicants must meet qualifications (1), (2), or (3). Moreover they must meet both ① and ②

(1) Applicants with a master's degree obtained in Japan (Including those who are expecting to receive a master's degree in Japan by March of the year of the entrance of doctoral course.)

(2) Applicants that have a master's degree obtained abroad or an equivalent degree.

(3) Applicants of the age of 24 or older are recognized by this graduate school to possess academic ability that is equivalent to those possessing a master's degree.

*Applicants that do not meet qualifications (1) or (2) must be accepted by the "Screening of Application Eligibility by the Rissho University Graduate School." For further details, please refer to the "Rissho University Graduate School Guideline Regarding the Screening of Application Eligibility" in the application guidebook in Japanese.

*Those applying with qualifications for (3) must be accepted by the "Screening of Application Eligibility by the Rissho University Graduate School." For further details, please refer to the "Rissho University Graduate School Guideline Regarding the Screening of Application Eligibility" in the application guidebook in Japanese.

① Applicants who possess sufficient Japanese linguistic ability to take courses after entering the doctoral course.

② Applicants with a "study abroad" visa status prescribed by Article 2-2 (1) of the Immigration Control and Refugee Recognition Act of Japan, or those eligible for obtaining a "study abroad" visa status after entering the university.

Master's Course

Qualifications for International Students

Applicants must meet qualifications (1), (2), or (3). Moreover they must meet both ① and ②

(1) Applicants who have graduated from university defined in Article 83 of the School Education Law of Japan, or those expected to graduate from university in March of the year of the entrance of the master's course.

(2) This point is related to applicants who have completed a full academic course whose minimum length is 16 years at a school abroad or are expected to complete. However, for applicants in a country where the full length of school academic courses until graduating university is 15 years, those who have been recognized by this university to have graduated or are expected to graduate with an excellent academic record shall be eligible for application.

(3) Applicants that have reached the age of 22 with academic abilities equivalent to or higher than university graduates typically recognized by this graduate school.

*Applicants that do not meet requirements (1) or (2), such as those who have graduated (expected to graduate) from a 3-year overseas university, must be accepted by the “Screening of Application Eligibility of the Rissho University Graduate School.” For further details, please refer to the “Rissho University Graduate School Guideline Regarding the Screening of Application Eligibility” in the application guidebook in Japanese.

*Those that apply to (3) must be accepted by the “Screening of Application Eligibility of the Rissho University Graduate School.” For further details, please refer to the “Rissho University Graduate School Guideline Regarding the Screening of Application Eligibility” in the application guidebook in Japanese.

① Applicants who possess sufficient Japanese linguistic ability to take courses after entering the master’s course.

② Applicants with a “study abroad” visa status prescribed by Article 2-2 (1) of the Immigration Control and Refugee Recognition Act of Japan, or those eligible for obtaining a “study abroad” visa status after entering the university.

5. Application Materials and Entrance Examination Fee

The following must be submitted altogether. Applications will not be accepted if documentation is incomplete.

*If the name on the application material differs from your current name due to marital status etc., attach a certificate issued by one of public institutions capable of verifying this along with the application material.

Doctoral Course

(1) Application Form A (A 票: application form of the Rissho University)

*Refer to “Precautions for Filling Out the Entrance Examination Form” on the application guidebook in Japanese and fill out the form.

*Complete payment of the entrance examination fee according to the explanations of the “Entrance Examination Fee Payment Method” on the application guidebook, then obtain three stamps for Forms A (A 票), B (B 票), and C (C 票) at the bank counter, and submit only “Form A (A 票)”.

(2) Personal resume (application form of Rissho University for International students: **Form C (様式 C)**)

(3) Academic transcript from your final school attended (copy accepted)

(4) Master’s course completion certificate or expected course completion certificate (copy accepted). A copy of diploma is accepted if it is from an overseas university.

*For applicants possessing an overseas master's degree, a degree equivalent to this degree, or a doctor's degree must submit a degree certificate (in Japanese or English) instead of (4).

(5) Health certificate (application form of Rissho University for International students: **Form B (様式 B)**)

*Applicants enrolling in a Japanese university may submit a health certificate from their current or previous university instead (must be issued within the latest three months).

(6) Attach 1 profile photo (height: 4cm x width: 3cm) on the specified space on the application form)

*Another profile photo (height: 4cm x width: 3cm) is necessary for the examination form that will be sent by post after application is accepted.

(7) Other necessary documents

• Research plan (application form of the Rissho University: **Form M (様式 M)**)

• Master's thesis or any other equivalent paper and an abstract

• Additional research results relating to the master's thesis must be submitted if more than a year has passed after completion of the master's course

(8) Copy of passport and resident card (both sides) (copies of the following 2 pages must be submitted for passports. (1) Page with name, date of birth, passport number, face photo, expiry date/ (2) Page with visa status.)

*Only required for those already residing in Japan.

(9) Guarantee form (application form of the Rissho University: **Form E (様式 E)**, guaranteed by the guarantor.)

(10) Examination Certificate for International Students (application form of the Rissho University: **Form F (様式 F)**. Not required for those with visa status in Japan.)

(11) Address registration form for delivery of the "examination admission form" and "result notification" (application form of the Rissho University: **Form D (様式 D)** . Only for international applicants requesting the "examination admission form" and "result notification" to be sent overseas.)

(12) Material certifying your record of enrollment at the Rissho University (only for those that have been/ are enrolled at the time of application at the Rissho University or the Rissho University Graduate School.)

Either one of the graduation (expected graduation) certificates/ course completion (expected completion) certificate/ certificate of withdrawal from the Rissho University or the Rissho University Graduate School (excluding those who have submitted for (4))

*Applicants who have enrolled at the Rissho University or the Rissho University Graduate School and submit the above certificates at the time of application will be **exempt from the university admission fee**.

*Applicants who have enrolled at the Rissho University Junior College or Childcare Vocational School **will not be exempt from the university admission fee**.

*For those who are eligible for admission fee exemption, fill in the small square (□) for "2: Yes" in the "⑨ Rissho University Enrollment Record Confirmation."

*For those who wish to apply for admission fee exemption, please note that specified documents must be submitted at the time of application.

Entrance Examination Fee

35,000 Yen (consumption tax will not be charged)

Please refer to the application guidebook in Japanese for the payment method.

Master's Course

- (1) Application Form A (A 票 : application form of the Rissho University)
 - *Refer to "Precautions for Filling Out the Entrance Examination Form" in the application guidebook in Japanese and fill out the form.
 - *Complete payment of the entrance examination fee according to the explanations of the "Entrance Examination Fee Payment Method" in the application guidebook in Japanese, then obtain three stamps for Forms A (A 票), B (B 票), and C (C 票) at the bank counter, and submit only "Form A (A 票)".
- (2) Personal resume (application form of the Rissho University for International students: **Form C (様式 C)**)
- (3) Academic transcript from your final school attended (copy accepted)
- (4) A graduation certificate or certificate of expected graduation from your university (copy accepted). A copy of diploma is accepted if it is from an overseas university.
 - *A course completion certificate or expected course completion certificate from the applicant's graduate school can also be submitted instead.
 - *For applicants possessing an overseas master's degree, a degree equivalent to this degree, or a doctor's degree must submit a degree certificate (in Japanese or English) instead of (4).
 - *Applicants enrolling in an advanced course of a junior college or technical college must submit a certificate stating the expected date to complete courses or date expected to receive a degree from the dean of the junior college or principal of the technical college.
- (5) Health certificate (application form of the Rissho University for International students: **Form B (様式 B)**)
 - *Applicants enrolling in a Japanese university may submit a health certificate from their current or previous university instead (must be issued within the latest three months).
- (6) Attach 1 profile photo (height: 4cm x width: 3cm) on the specified space on the application form)
 - *Another profile photo (height: 4cm x width: 3cm) is necessary for the examination form that will be sent by post after application is accepted.
- (7) Research plan (application form of the Rissho University: **Form L (様式 L)**)
- (8) Copy of passport and resident card (both sides) (copies of the following 2 pages must be submitted for passports. (1) Page with name, date of birth, passport number, face photo, expiry date/ (2) Page with visa status.)
 - *Only required for those already residing in Japan.
- (9) Guarantee form (application form of the Rissho University: **Form E (様式 E)**, guaranteed by the guarantor.)
- (10) Examination Certificate for International Students (application form of the Rissho University: **Form F (様式 F)**. Not required for those with visa status in Japan.)
- (11) Address registration form for delivery of the "examination admission form" and "result notification" (application form of the Rissho University: **Form D (様式 D)**. Only for

international applicants requesting the “examination admission form” and “result notification” to be sent overseas.)

(12) Material certifying your record of enrollment at the Rissho University (only for those that have been/ are enrolled at the time of application at the Rissho University or the Rissho University Graduate School.)

Either one of the graduation (expected graduation) certificates/ course completion (expected completion) certificate/ certificate of withdrawal from the Rissho University or the Rissho University Graduate School (excluding those who have submitted for (4))

*Applicants who have enrolled at the Rissho University or the Rissho University Graduate School and submit the above certificates at the time of application will be **exempt from the university admission fee.**

*Applicants who have enrolled at the Rissho University Junior College or Childcare Vocational School **will not be exempt from the university admission fee.**

*For those who are eligible for admission fee exemption, fill in the small square (□) for “2: Yes” in the “⑨ Rissho University Enrollment Record Confirmation.”

*For those who wish to apply for admission fee exemption, please note that specified documents must be submitted at the time of application.

Entrance Examination Fee

35,000 Yen (consumption tax will not be charged.)

Please refer to the application guidebook for the payment method.

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