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International Office
Rikkyo University
1. TRAVEL INFORMATION

Starting in October 2010, Haneda International Airport in Tokyo has expanded its international services. If you come from the following locations, you have an option of arriving at Haneda Airport in addition to Narita International Airport in Chiba:

*Airlines shown with “/” operate code share flights together.*

<table>
<thead>
<tr>
<th>City</th>
<th>Carriers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bangkok</td>
<td>All Nippon Air/Thai Air</td>
</tr>
<tr>
<td></td>
<td>Japan Airlines</td>
</tr>
<tr>
<td>Beijing</td>
<td>All Nippon Air/Air China</td>
</tr>
<tr>
<td></td>
<td>Japan Airlines/ China Eastern Air</td>
</tr>
<tr>
<td>Busan</td>
<td>Asiana Airlines</td>
</tr>
<tr>
<td>Detroit</td>
<td>Delta Airlines</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>All Nippon Air/Cathay Pacific/Japan Airlines</td>
</tr>
<tr>
<td>Honolulu</td>
<td>All Nippon Air/United-Continental-US Airways</td>
</tr>
<tr>
<td></td>
<td>Hawaiian Air</td>
</tr>
<tr>
<td></td>
<td>Japan Airlines/American Airlines/Cathay Pacific</td>
</tr>
<tr>
<td>Kota Kinabalu</td>
<td>Malaysia Air/All Nippon Air</td>
</tr>
<tr>
<td>Kuala Lumpur</td>
<td>Air Asia X</td>
</tr>
<tr>
<td>Kuching (via Kota Kinabalu)</td>
<td>Malaysia Air</td>
</tr>
<tr>
<td>London (Heathrow)</td>
<td>British Airways/Japan Airlines</td>
</tr>
<tr>
<td>Los Angeles</td>
<td>All Nippon Air/United-Continental-US Airways</td>
</tr>
<tr>
<td></td>
<td>Delta Airlines</td>
</tr>
<tr>
<td>New York (John F. Kennedy)</td>
<td>American Airlines/Japan Airlines</td>
</tr>
<tr>
<td><em>As of June 2011, the service has been suspended and expected to resume in July 2011.</em></td>
<td></td>
</tr>
<tr>
<td>Paris (Charles de Gaulle)</td>
<td>Japan Airlines/Air France</td>
</tr>
<tr>
<td>San Francisco</td>
<td>Japan Airlines/American Airlines</td>
</tr>
<tr>
<td>Seoul (Gimpo and Incheon)</td>
<td>Gimpo:</td>
</tr>
<tr>
<td></td>
<td>Japan Airlines/Korean Air</td>
</tr>
<tr>
<td></td>
<td>All Nippon Air/Asiana Airlines</td>
</tr>
<tr>
<td></td>
<td>Incheon:</td>
</tr>
<tr>
<td></td>
<td>Asiana Airlines, Korean Air</td>
</tr>
<tr>
<td>Shanghai (Hongqiao)</td>
<td>All Nippon Air/Air China</td>
</tr>
<tr>
<td></td>
<td>Japan Airlines/ China Eastern Air/Shanghai Airlines</td>
</tr>
</tbody>
</table>
From other locations, you can arrive at Narita International Airport.

● Bus Services

*If you are staying at one of the Rikkyo University International Dormitory (RUID) buildings and would like to request volunteer assistance, you must use bus service for the transportation from airport to either Asakadai or Shiki station.

**<from Haneda Airport>**

**Tobu/Keihin Kyuko Airport Bus** (Cost: One-Way ¥1,500)

<table>
<thead>
<tr>
<th>Deparing from Haneda Airport (International Terminal)</th>
<th>Arriving at Asakada Station</th>
<th>Arriving at Shiki Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:10 p.m.</td>
<td>1:53 p.m.</td>
<td>2:00 p.m.</td>
</tr>
<tr>
<td>1:35 p.m.</td>
<td>3:18 p.m.</td>
<td>3:25 p.m.</td>
</tr>
<tr>
<td>2:55 p.m.</td>
<td>4:43 p.m.</td>
<td>4:50 p.m.</td>
</tr>
<tr>
<td>4:25 p.m.</td>
<td>6:13 p.m.</td>
<td>6:20 p.m.</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td>7:48 p.m.</td>
<td>7:55 p.m.</td>
</tr>
<tr>
<td>7:35 p.m.</td>
<td>9:23 p.m.</td>
<td>9:30 p.m.</td>
</tr>
<tr>
<td>8:35 p.m.</td>
<td>10:13 p.m.</td>
<td>10:20 p.m.</td>
</tr>
<tr>
<td>9:35 p.m.</td>
<td>11:03 p.m.</td>
<td>11:10 p.m.</td>
</tr>
<tr>
<td>10:35 p.m.</td>
<td>11:53 p.m.</td>
<td>0:00 a.m.</td>
</tr>
</tbody>
</table>

Tickets can be purchased at the ticket counter or by using vending machine at the International Terminal. Bus depots are located on the second floor of the terminal (look for Berth 4).

Please also refer to the airport’s homepage:  http://www.haneda-airport.jp/inter/en/

**<from Narita Airport>**

**Airport Limousine Bus** (Cost: One-Way ¥3,000)  [http://www.limousinebus.co.jp/en/](http://www.limousinebus.co.jp/en/)

<table>
<thead>
<tr>
<th>Deparing from Narita Airport Terminal 2</th>
<th>Arriving at Narita Airport Terminal 1 (South Wing)</th>
<th>Arriving at Narita Airport Terminal 1 (North Wing)</th>
<th>Arriving at Asakadai Station</th>
<th>Arriving at Shiki Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 a.m.</td>
<td>8:35 a.m.</td>
<td>8:40 a.m.</td>
<td>10:30 a.m.</td>
<td>10:40 a.m.</td>
</tr>
<tr>
<td>10:20 a.m.</td>
<td>10:25 a.m.</td>
<td>10:30 a.m.</td>
<td>12:20 p.m.</td>
<td>12:30 p.m.</td>
</tr>
<tr>
<td>2:50 p.m.</td>
<td>2:55 p.m.</td>
<td>3:00 p.m.</td>
<td>4:50 p.m.</td>
<td>5:00 p.m.</td>
</tr>
<tr>
<td>4:30 p.m.</td>
<td>4:35 p.m.</td>
<td>4:40 p.m.</td>
<td>6:30 p.m.</td>
<td>6:40 p.m.</td>
</tr>
<tr>
<td>6:20 p.m.</td>
<td>6:25 p.m.</td>
<td>6:30 p.m.</td>
<td>8:20 p.m.</td>
<td>8:30 p.m.</td>
</tr>
<tr>
<td>8:30 p.m.</td>
<td>8:35 p.m.</td>
<td>8:40 p.m.</td>
<td>10:20 p.m.</td>
<td>10:30 p.m.</td>
</tr>
</tbody>
</table>

Tickets can be purchased at the ticket counters of the Airport Limousine. The depots of the Airport Limousine are all located near the arrival lobby on the ground floor of Terminal 1 and 2.

You need to check in advance the airport’s homepage to see at which terminal your flight will be arriving.


● Railway Services

<from Haneda Airport to Ikebukuro>

**Tokyo Monorail**
Haneda Airport International Terminal → Hamamatsu-cho (transfer to JR East)

**JR East (Yamanote Line)**
Haneda Airport International Terminal → Hamamatsu-cho (transfer to JR East)
Hamamatsu-cho → Ikebukuro

OR

**Keihin Electric Express Railway**
Haneda Airport International Terminal → Shinagawa (transfer to JR East)

**JR East (Yamanote Line)**
Shinagawa → Ikebukuro

<from Narita Airport to Ikebukuro>

**Keisei Airport Express “Skyliner”**
Narita Airport Terminal 1 or 2 → Nippori (transfer to JR East)

**JR East (Yamanote Line)**
Nippori → Ikebukuro

*Express fare extra is required to take “Skyliner”.

OR

**JR East Airport Express “Narita Express”**
Narita Airport Terminal 1 or 2 → Ikebukuro

*Express fare extra is required to take “Narita Express”.

*Baggage Delivery*
Baggage-Delivery Services are located in both of airport facilities and you can have your baggage delivered from the airport to your lodging. The delivery charge is about 2,000 yen per suitcase (in the Kanto area).
Charges may vary depending on size, weight, and address to be delivered.
For the details, refer to the URLs below.

*Foreign Currency Exchange*
We strongly recommend you to have your currency exchanged to Japanese yen when you arrive at Narita Airport. Banks and currency exchange shops also offer currency exchange service. The business hours of banks are usually from 9 a.m. to 3 p.m. on weekdays. Please keep in mind that types of foreign currencies can be exchanged may differ at each branch of a bank.

* You are advised to bring about 120,000 yen (approximately US$1,000) in cash or in traveler’s checks to cover the living expense of one month after you arrival in Japan. Please refer to “Living Expenses in Japan” listed below.
2. BANKS

In Japan, foreign visitors cannot open a bank account on their own until 6 months after their arrival.

Rikkyo University, however, makes special arrangement with local banks to apply for the students’ bank accounts during the orientation for those who wish to open bank account during their stay.

*Note: If you apply for your bank account through the University, your account is designated as “Non-Resident Use.”

Japanese banks are usually open from Monday to Friday from 9:00 a.m. to 3:00 p.m. Depending on the time of the day, you may have to pay the additional fee when you use ATMs.

You can withdraw money with your credit card or debit card brought from your country at the ATMs at the airport or some ATMs in the post office. Metropolitan Plaza has the Citibank Ikebukuro branch on the ninth floor and its ATMs are located in the first basement.

*At Japan Post Bank (Yucho Ginko), located in the post office, there is an ATM that allows you to withdraw money with credit card or cash card issued by overseas banks. You can also open an account in Japan and arrange you utility fees automatically deducted from your account. Please note, however, that this account cannot be used for transactions such as remittances from overseas.

Living Expenses in Japan

The estimate for monthly living expense in Tokyo is about 120,000 yen (including room and board). As you are starting a new life in Japan, however, it may cost you more than expected, especially during the first month. Below are the instructions regarding how to receive money from your country:

1) Bring Foreign Currency from Your Country

You need to keep in mind that the maximum amount of money you can bring to Japan differs depending on your nationality. For your security, we highly recommend you to use travelers’ check in order to bring a large sum of money. Foreign currency and travelers’ checks can be exchanged at Japanese banks and foreign currency exchange shops.

- World Currency Shop [http://www.tokyo-card.co.jp/shop/wcs-shop-e.html](http://www.tokyo-card.co.jp/shop/wcs-shop-e.html)
  Located on the 8th floor of the department store “Metropolitan Plaza”, Ikebukuro.

Note: In Japan, you cannot cash personal checks issued by overseas banks.

2) Withdrawal by Overseas Credit Card and Debit Card (at Japan Post Bank ATMs)

Overseas credit cards and debit cards with the following brand marks can be used to withdraw money in yen at the Japan Post Bank ATMs. There will be a handling charge and a limit on the amount of money you can withdraw per day.

*This is useful for those who stay for only six months or less in Japan.


3. FOREIGN RESIDENT REGISTRATION

All foreign nationals residing in Japan must complete foreign resident registration procedure. You have to register at the city/ward office of the area you will live within 90 days after arrival. You must carry your Alien Registration Card with you at all times. It takes approximately 2-3 weeks for the card to be issued.

**Required Documents:**
1. Alien Registration application form
   (Available at the city/ward office)
2. 2 photographs (4.5cm x 3.5cm)
3. Passport

*Volunteer students will help you for this application if you are going to live in Rikkyo University International Dormitory (RUID). Those who arrange accommodation on their own must complete the foreign resident registration at the nearest city/ward office by Friday, September 16 and submit Certificate of Registered Matters to International Office.

4. HEALTH INSURANCE

- National Health Insurance Program
  (required for the students whose landing permit is more than 1 year)
All international students who are allowed to stay in Japan for more than one year must join the National Health Insurance Program. National Health Insurance will cover about 70% of the total medical cost incurred. Also, by purchasing this insurance, you can receive the 30% deduction for medical expense by using Rikkyo Student Mutual-Aid Health Insurance.

*Joining the program
You will join at the “National Health Insurance Department” in the city/ward office when you apply for Alien Registration. The National Health Insurance Card will be issued once the procedure is completed.
*Insurance Fee*
You will need to pay a monthly fee and the cost varies in each city/ward. International students may receive a discount of the fee by declaring lack of income. Normally, the cost can be reduced to about 1,000 yen per month with such discount.

**Rikkyo Student Mutual-Aid Health Insurance Union (optional)**
International students may purchase this insurance in addition to the National Health Insurance.

Insurance fee: 3,500 yen per year  *You need to pay the fee in cash on the first day of the orientation.*

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### NOTS ON HEALTH INSURANCE

If you join both the National Health Insurance and the Student Mutual-Aid Health Insurance Union, you do not have to pay medical treatment fees (as an outpatient) at the contracted hospitals and clinics. Moreover, even at the non-contracted hospitals and clinics, if your medical costs exceed more than 2,500 yen (as an outpatient or for hospitalization), costs will be almost fully covered by National Health Insurance and the Student Mutual-Aid Health Insurance Union (there is limit to the amount of medical costs to be refunded).

In case that you choose not to join the Student Mutual-Aid Health Insurance Union Plan, you will be responsible for covering all the remaining medical costs that are not covered by the National Health Insurance Plan. **Rikkyo University strongly recommends you to join the Student Mutual-Aid Health Insurance Union Plan if your study at Rikkyo lasts for one academic year.** Please refer to “Special International Student Handbook” (to be distributed during the orientation) for details.

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5. **PART-TIME EMPLOYMENT**

The “Ryugaku”(College Student) visa is merely a residence permit for the people to study or conduct research in Japan. International students must apply for additional permission at the Immigration Bureau to be able to work part-time legally in Japan. By obtaining the permit, you may work part-time up to 28 hours per week. (8 hours per day during university holidays). Further information will be given during the orientation.

6. **RE-ENTRY PERMIT**

If you wish to leave Japan with the intention of re-entering Japan during your period of stay, you must obtain a Re-entry Permit from the Immigration Bureau before you leave Japan. You will not be allowed to re-enter Japan without this permit. For details, please refer to the “Special International Students’ Handbook” to be given at the orientation.

7. **MOBILE PHONE SERVICES**

In Japan, there are three major mobile phone carriers: NTT Docomo, Softbank, and KDDI(au). Depending on the carrier, many different services, such as student discount, can be available. Please refer to carriers’ websites for details.


**NOTE:**
It must be completed of alien registration procedure before you subscribe your mobile phone service.
8. OTHER INFORMATION

● Useful URL for studying in Japan
  Sight-seeing in TOKYO  http://www.tourism.metro.tokyo.jp/english/
  Rikkyo University Homepage  http://english.rikkyo.ac.jp/
  International Office Homepage  http://english.rikkyo.ac.jp/support/international/