

User Manual for Rikkyo Online Application System (Graduate School of Intercultural Communication)

Note:

The session will be timed out automatically within 180 minutes after you start entering the information into the system. You must complete your payment of the application fee within 180 minutes. Since the data cannot be stored temporarily, please refer to this manual and the Admission Guide first to prepare the information you need to enter.

Step1: Web Application & Payment of Application Fee

Within 180 min
from the start
of entering

① Application Category

Selection of examination

Please fill in the following fields and click the "Next" button. Please make sure to fill in the [Required] fields.
 * The session will time out automatically 180 minutes after you start entering the information. The session will be timed out automatically within 180 minutes after you start entering the information into the system. Since the data cannot be stored temporarily, please refer to the Admission Guide first to prepare the information you need to enter.

Next

Selection of examination

Name of Graduate School [Required]	Name of Graduate School: Graduate School of Intercultural Communication
Major · Course [Required]	Major: Intercultural Communication Course name: No
Master/Doctor [Required]	Master Doctor:
Admission Category [Required]	Admission Category:

Next

Application Category:

Options:

	Enrollment		Master/Doctor	Admission Category
Applicants residing in Japan	September, 2022	→	Master(Summer Exam): September enrollment	TESOL-J (Applicants residing in Japan)
	April, 2023	→	Master(Summer Exam): April enrollment	TESOL-J (Applicants residing in Japan)
Applicants residing outside of Japan	April, 2023	→	Master(Summer Exam): April enrollment	TESOL-J (Applicants residing outside of Japan)

① Application Category-2



Confirmation of the selection of examination

Please confirm the following and click the "Next" button.

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Selection of examination

Name of Graduate School	Name of Graduate School: Graduate School of Intercultural Communication
Major - Course	Major: Intercultural Communication Course name: No
Master/Doctor	Master/Doctor: Master (Spring Exam) : April enrollment
Admission Category	Admission Category: TESOL-J (Applicants residing outside of Japan)

[Back](#) [Next](#)

Confirm your entry and click the "Next" button

② Personal Details-1



Privacy Policy

Please read the following and if there are no problems, please check the box and click the "Next" button.

Handling of Personal Information in Entrance Examination

Rikkyo University

1. Application

Personal information provided by applicants in the admission and enrollment process, including names, addresses and other specific information, will be used only for the following purposes:

- (1) To conduct an entrance examination (application processing and testing);
- (2) To announce the final results of the examination; and
- (3) To conduct the enrollment procedures and any other related matters pertaining to admission.

In order to prevent any leakage, breach or unauthorized use of personal information, Rikkyo University (hereinafter referred to as "the University") will take necessary and appropriate measures to ensure the protection of the information.

All or part of the above operations may be carried out by contractors (hereinafter referred to as "the Contractors") entrusted by the information provided by applicants. In order to outsource the operations, the University executes agreements with the Contractors and requires them to ensure the strict management of the information and prohibits any use of the information unrelated to the outsourced operations. In addition, the University utilizes personal information, which has been converted into statistical data to render the information anonymous, for the purpose of analysis and research regarding entrant selection at the University.

Please note that part of new students' personal information as well as their entrance examination results may be registered in the University's student information database and used for student consultation and guidance after enrollment. The University requests all applicants for their kind understanding of this matter.

For more information on the University's privacy policies, please refer to the link below:
<https://english.rikkyo.ac.jp/privacypolicy/index.html>

2. Use of personal information required for application fee payment

To make payment of application fees, applicants need to use the payment collection service (credit card payment) provided by SB Payment Service Corporation (hereinafter referred to as "SBPS").

In order to reduce applicant burden at the time of application, the University shares personal information necessary for the usage of the payment service (applicants' names, addresses, phone numbers and e-mail addresses) with SBPS. The information will also be sent to the relevant companies (credit card companies, for example) to process the payment.

3. Payment collection service agency

SBPS is responsible for all settlement operations of SoftBank Group Corporation and possesses knowledge of systems and businesses that has been cultivated through handling large-scale transactions. In addition to continually making efforts to improve the system to realize the safe and appropriate handling of personal information by developing a system that complies with the requirements set forth by the "Act on the Protection of Personal Information (Act No. 57 of 2003)", SBPS ensures non-retention of credit card information based on the "Installment Sales Act (Act No. 159 of 1961)" or information management in accordance with PCI DSS provisions.

*Reference link: [Rikkyo University Privacy Policy](#)
[SBPS Terms and conditions regarding personal information](#) (Acquired Privacy Mark Certification in November 2008)

I have understood the above conditions regarding the handling of personal information (including the request for the disclosure of personal information to third parties for the payment collection service).

Check the box and click the "Next" button

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Next

② Personal Details-2



Registration of Personal Information

Please fill in the following fields and click the "Next" button. Please make sure to fill in the [Required] fields.

Applicant information

Password [Required]	<input type="text"/> <small>Note) Password must consist of 8 to 16 single-byte alphanumeric characters. A password is required to log in to "MyPage." Please keep your password in a safe place. In case you are applying for more than one department/major, please use a respective password for each application.</small>	
Name (Chinese character) [Required]	Last name : <input type="text"/> Example) 立教 First name : <input type="text"/> Example) 大介 <small>Please use the letters that are included in the JIS Kanji Level 1 and 2 Sets. If you run out of space, you may need to omit your middle name. If your name is not written in Chinese characters, please enter it in alphabetic characters.</small>	
Name (katakana) [Required]	Last name : <input type="text"/> Example) 立教 First name : <input type="text"/> Example) 大介 <small>If your name is not written in katakana, please enter it in alphabetic characters. If you run out of space, you may need to omit your middle name.</small>	
Name in alphabet [Required]	<input type="text"/> Example) (First Name) DAISUKE (Middle Name) PAUL (Last Name) RIKKYO	
Sex [Required]	<input type="radio"/> man <input type="radio"/> woman	
Date of Birth [Required]	Year <input type="text"/> Month <input type="text"/> Day <input type="text"/> (Age as of April 1, 2021). (Age as of September 20, 2021).	
Nationality		
Nationality [Required]	<input type="text"/> <input type="button" value="Other :"/>	
Full Mailing Address		
Current area of residence [Required]	<input type="radio"/> In Japan <input type="radio"/> Outside Japan <small>*The admission letter will be sent to this address.</small>	
Post number [Required]	<input type="text"/> <input type="button" value="Search Address"/> Mailing addresses with Japanese characters are available by clicking the "Search Address" button. Example) 171-8501 <small>※Lower case number with hyphen</small>	
Prefecture [Required]	<input type="text"/>	
City and Ward [Required]	<input type="text"/> Example) Nishi-ku	
Street number [Required]	<input type="text"/> Example) 3-3-1	
Apartment :	<input type="text"/> Example) 1 301 Rikkyo Apartment <small>Enter all the information that comes after your street address. Be sure to use upper case letters/numbers and enter the name of the building (apartment complex), room (suite) number, or the person you reside with.</small>	
Home Phone [Either this or a mobile phone is required]	<input type="text"/> <small>※Lower case number with hyphen</small>	
Mobile Phone Number [Either this or home phone is required]	<input type="text"/> <small>※Lower case number with hyphen</small>	

Current area of residence [Required]	<input type="radio"/> In Japan <input checked="" type="radio"/> Outside Japan <small>*The admission letter will be sent to this address.</small>	
Postal Code [Required]	<input type="text"/> <small>*Please use single-byte alphanumeric characters.</small>	
State/Province/Region [Required]	<input type="text"/> <small>*Please use single-byte alphanumeric characters.</small>	
Address/Street/City [Required]	<input type="text"/> <small>*Please use single-byte alphanumeric characters.</small>	
Country [Required]	<input type="text"/> <input type="button" value="Other :"/>	

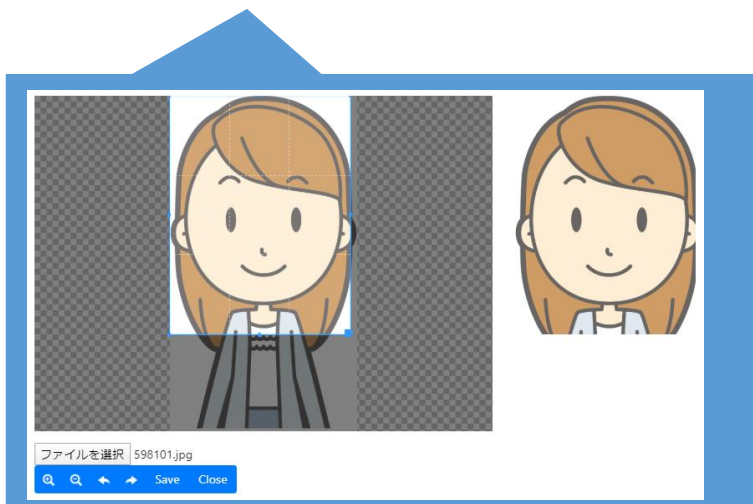
② Personal Details-3

Email Address	
Email Address [Required]	<p>*Please set your mobile phone to allow messages from the domain "rikkyo.ac.jp" in case of any restrictions.</p> <input type="text"/> <p>*Please use single-byte alphanumeric characters. Note: Please enter an email address that you check regularly as the University may send you important notices by email.</p>
Email Address (confirmation) [Required]	<p>*Please use single-byte alphanumeric characters.</p> <input type="text"/> <p>Mail Submit Test</p> <p>Please be sure to send a test email</p>

Click the "Mail Submit Test" button and make sure you have received the email from Rikkyo online application system

Your face photograph

Your face photograph [Required]	<p>The following image file can be uploaded:</p> <ul style="list-style-type: none"> ● File Format : JPEG(JPG), PNG ● File Size : 5MB Within ● Length 160px More than ● Size 120px More than <p>You need to crop and save your image file to an aspect ratio of 4:3 before you can upload it.</p> <p>* ID photograph Please click "Select Photo" button in the lower left of the screen and select an image file in JPEG (JPG) or PNG format. After you select the image file, adjust it to the specified aspect ratio (length 4: width 3). * You need to process the image to the specified ratio with your face at the center so that the face can be easily identified by the system. * Please do not process the face with an app. If the image is unclear or appears to be different from other ID photos in the submitted documents, you may be asked to re-submit your face photograph.</p> <div style="text-align: center;">  </div>
Your face photograph Upload	<input type="button" value="Select Photo"/>



- (1) Click the "Select Photo" button
- (2) Select your ID photo data
- (3) Adjust so that your face is at the center
- (4) Click the "Save" button

② Personal Details-4

Educational Background 1 (Enrollment at Rikkyo University)

If you selected an option other than "No" in the "Enrollment at Rikkyo University" field, please enter your Student ID Number for the undergraduate college and/or graduate school that you were previously enrolled at.

Enrollment at Rikkyo University [Required]	<input type="checkbox"/>
Student ID Number (University)	<input type="text"/> <small>Student ID number if currently or previous enrolled in Rikkyo</small>
Student ID Number (Graduate School)	<input type="text"/> <small>Student ID number if currently or previous enrolled in Rikkyo</small>

Enrollment at Rikkyo University:

"No" , "Currently enrolled",
"Graduated from/completed program(s) at Rikkyo",
"Withdrew/dismissed from Rikkyo"

*If you are /were a credited auditor or special international student, select "No".

Educational Background 2 (Educational background)

If you do not have or expect to have a degree, enter "None." In this case, you do not have to provide the date your qualification was obtained.

If you have attended multiple universities, please list them all.

In case you run out of space, please use the additional sections "Educational Background #4" and "Educational Background #5" in Educational Background 3, or enter additional information in "Notes on Educational Background."

When you list the schools you previously attended, make sure to include all the information university, college, department, course of study.

University ① [Required]	University <input type="text"/>	Name of Undergraduate School <input type="text"/>		Department/Course of Study <input type="text"/>	
	Country <input type="text"/>	Other: <input type="text"/>		Date of (expected) completion <input type="text"/> Year <input type="text"/> Month <input type="text"/>	
	Degree (expected to be) obtained <input type="text"/>	Entrance Date <input type="text"/> Year <input type="text"/> Month <input type="text"/>		Enrollment category <input type="text"/> ~ Graduation Date <input type="text"/>	
		Year <input type="text"/> Month <input type="text"/>		Enrollment category <input type="text"/>	
		Year <input type="text"/> Month <input type="text"/>		Enrollment category <input type="text"/>	
		Year <input type="text"/> Month <input type="text"/>		Enrollment category <input type="text"/>	
University ②	University <input type="text"/>	Name of Undergraduate School <input type="text"/>		Department/Course of Study <input type="text"/>	
	Country <input type="text"/>	Other: <input type="text"/>		Date of (expected) completion <input type="text"/> Year <input type="text"/> Month <input type="text"/>	
	Degree (expected to be) obtained <input type="text"/>	Entrance Date <input type="text"/> Year <input type="text"/> Month <input type="text"/>		Enrollment category <input type="text"/> ~ Graduation Date <input type="text"/>	
		Year <input type="text"/> Month <input type="text"/>		Enrollment category <input type="text"/>	
		Year <input type="text"/> Month <input type="text"/>		Enrollment category <input type="text"/>	
		Year <input type="text"/> Month <input type="text"/>		Enrollment category <input type="text"/>	
Graduate School Please enter any graduate schools attended, if applicable.	University <input type="text"/>	Graduate school name <input type="text"/>		Major <input type="text"/>	
	Country <input type="text"/>	Other: <input type="text"/>		Course name <input type="text"/>	
	Degree (expected to be) obtained <input type="text"/>	Entrance Date <input type="text"/> Year <input type="text"/> Month <input type="text"/>		Date of (expected) completion <input type="text"/> Year <input type="text"/> Month <input type="text"/>	
		Year <input type="text"/> Month <input type="text"/>		Enrollment category <input type="text"/> ~ Completion Date <input type="text"/>	
		Year <input type="text"/> Month <input type="text"/>		Enrollment category <input type="text"/>	
		Year <input type="text"/> Month <input type="text"/>		Enrollment category <input type="text"/>	

Select "Enrolled"

Select "Graduated" or "Expected to Graduate"

University ②:
For the applicants who have earned double

"Master" / "Doctor" /
"Professional Graduate"

Select "Enrolled"

Select "Completed" or "Expected to Complete"

② Personal Details-5

Educational Background 3 Other educational background (elementary to high school, etc.)

Applicant category [Required]	Please specify if you intend to apply for any of the following graduate schools. If you intend to apply for other graduate schools, select one of the following options after "Graduate of university located outside Japan (including double-degree program)." <input type="radio"/> Graduate School of Tourism <input checked="" type="radio"/> Graduate School of Intercultural Communication <input type="radio"/> Graduate School of Business Administration <input type="radio"/> Graduate School of Social Design Studies <input type="radio"/> Graduate School of Artificial Intelligence and Science <input type="radio"/> Graduate of university located outside Japan (including double-degree program) <input type="radio"/> International Applicants Admissions category <input type="radio"/> Working-adult Applicants Admissions category <input type="radio"/> None of above
Education-Academic History#1 Primary education (elementary school) [Required]	*In case of any school transfers, please enter the names of all the schools using slashes and list the dates of entry and graduation at the school you transferred to by providing details in the section "Notes on Educational Background." Name of the school A Elementary School / B Elementary School Location (Country) _____ Period attended (from) _____ Year _____ Month Enrollment category _____ ~ Period attended (to) _____ _____ Year _____ Month Enrollment category _____
Education-Academic History#2 Secondary education (junior high school) [Required]	*In case of any school transfers, please enter the names of all the schools using slashes and list the dates of entry and graduation at the school you transferred to by providing details in the section "Notes on Educational Background." Name of the school _____ Location (Country) : _____ Period attended (from) _____ Year _____ Month Enrollment category _____ ~ Period attended (to) _____ _____ Year _____ Month Enrollment category _____
Education-Academic History#3 Secondary education (senior high school) [Required]	*In case of any school transfers, please enter the names of all the schools using slashes and list the dates of entry and graduation at the school you transferred to by providing details in the section "Notes on Educational Background." Name of the school _____ Location (Country) : _____ Period attended (from) _____ Year _____ Month Enrollment category _____ ~ Period attended (to) _____ _____ Year _____ Month Enrollment category _____
Education-Academic History#4 Other	*In case of any school transfers, please enter the names of all the schools using slashes and list the dates of entry and graduation at the school you transferred to by providing details in the section "Notes on Educational Background." Name of the school _____ Location (Country) : _____ Period attended (from) _____ Year _____ Month Enrollment category _____ ~ Period attended (to) _____ _____ Year _____ Month Enrollment category _____
Education-Academic History#5 Other	*In case of any school transfers, please enter the names of all the schools using slashes and list the dates of entry and graduation at the school you transferred to by providing details in the section "Notes on Educational Background." Name of the school _____ Location (Country) : _____ Period attended (from) _____ Year _____ Month Enrollment category _____ ~ Period attended (to) _____ _____ Year _____ Month Enrollment category _____
	*If you have had any transfers or withdrawals from the schools you attended, please list the names and entry/transfer dates for each school. Example) ○○Elementary School, entered April XX, transferred March XX, ▲▲Elementary School, entered April XX, graduated March XX (in case of withdrawal), ●●School, withdrew XX If you have attended multiple universities, graduate schools and other educational institutions, please provide details in the section below in case you run out of space.
Notes on Education Background	_____ _____ _____

Check "Graduate School of Intercultural Communication" and the entry field is displayed.

Select "Enrolled"

Select "Graduated"

② Personal Details-6

Work Experiences, Licenses and Qualifications

Applicants to the Graduate School of Business Administration and Graduate School of Education
Please list your previous work experiences starting from the most recent.
*Applicants to the Graduate School of Arts, Graduate School of Business Administration and Graduate School of Education list any practical activities related to social issues.

Work Experiences, Licenses and Qualifications:

- Enter your work history in the order of newest.
- Check "Yes" and the entry field is displayed.
- You can enter up to 6.

Work experience [Required]	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Current occupation	<input type="text"/>	
Work experience#1 [Required]	Name of the organization <input type="text"/>	
	Type of work <input type="text"/>	Type of employment <input type="text"/>
	Work period <input type="text"/> Year <input type="text"/> Month ~ <input type="text"/> Year <input type="text"/> Month	
	In case you are currently employed, enter the information as of the time of application.	

"Permanent employee",
"Contract employee · Full-time",
"Contract employee · Part-time",
"Others"

Notes on work experiences, licenses and qualifications

*Optional
Research and Academic Achievements:
You can enter up to 6.

Research and Academic Achievements (authorships, publications and presentations)

Please enter details of any research or academic achievements. If you have no research or academic achievements, you do not need to complete this section.

1	Month and year <input type="text"/> Year <input type="text"/> Month
	Content <input type="text"/>

Additional information

Back

Next

③ Confirmation

Confirmation of application information

Please confirm the following and click the "Next" button.

Next

Examination selected

Graduate school name	Graduate school name: Graduate School of Intercultural Communication
Department · Major	Major: Intercultural Communication Course name: No
Master/Doctor	Master/Doctor: Master (Spring Exam) : April enrollment
Admission Category	Admission Category: TESOL-J (Applicants residing outside of Japan)

To Change of personal information

Return to the previous page

Applicant information

A password is required to log in to "MyPage." Be sure to keep your password in a safe place.

Password	<input type="password"/>
Name (Chinese character)	Last name : Ibunka First name : Hanako

To Change of personal information

Return to the previous page

Next

Confirm your entry and click the "Next" button

④Payment



Confirmation of payment method

Please select your payment method.

Payment	35,000 yen
Payment by credit card	<ul style="list-style-type: none">* Payments cannot be refunded.* Payments can be made in a single lump sum only.* The security code is shown on the back of the card (some cards may have it listed on the front).* Some cards do not have the security code printed on them.If the security code is not printed on the card, please contact the card company.* The processing fee of 1,500 yen will be charged additionally. <p>To proceed with credit card payment</p>



クレジットでのお支払い / Payment by credit card

カード番号
Card number ハイフンなし (No hyphen)

有効期限
Expiration date 月 (Month) / 年 (Year)

セキュリティコード
Security code セキュリティコードを入力してください (Security Code)

セキュリティコードとは
クレジットカード表面の署名部の上に記載されており、数字の右から3桁を指します。
(1234 567と記載されている場合は567がセキュリティコードになります)
The security code is the 3-digit number listed on the back of credit card.
It is usually located above signature field.

ほとんどのケースは上記に該当しますが、一部のクレジットカードにつきましてはクレジットカード表面のカード番号上部に記載されており、4桁の数字を指すケースもあります。
ご不明な場合は、お持ちのクレジットカード会社にお問合せ下さい。
While most credit cards show a 3-digit security code, but some credit cards may have a 4-digit security code listed above card number on the front.
If you have any questions, please contact your credit card company.

Confirm the Admission Guide for acceptable credit cards.



下記の内容で選考料を支払います。
内容をご確認の上、よろしければ「購入」ボタンを押下ください。
Your payment details are listed as follows.
Please review them before you press the "Purchase" button.

お支払方法 Payment method	クレジット Credit card
商品名 Payment Details	入学選考料金 Application fee
ご購入金額 Payment amount	¥36,500

選考料の支払い手続きが完了しました。
引き続き出願手続きを進めてください。
Your payment has been completed.
Please continue the on-line application.

Click the "Back" button and continue the application procedure.

⑤ Completed



Your application has been registered.

Thank you for registering your application information.

Your application has not been completed yet.

Please click on "Complete Application Registration" and follow the entrance examination guidelines to either mail the application documents or upload them via "MyPage."

If you forget to mail or upload the documents, the online application will become invalid and your application cannot be accepted.

Internet Application number	5502162447 This number is not an examinee's number. Please keep it in a safe place. This number is required for reviewing information you registered.
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Payment method

Payment method	Payment by credit card
Payment amount	Payment:35,000yen+Processing fees : 1,500yen = 36,500yen
Settlement date	2021/10/28 18:23:51 (Settled)

[Access My Page](#)

Your application has not been completed yet.
Confirm the following page for how to upload your application documents.

Step2 Upload Application Documents

During application period

①Mypage (Home)

立教大学WEB出願システム
Aikyo University Graduate School On-line Application System



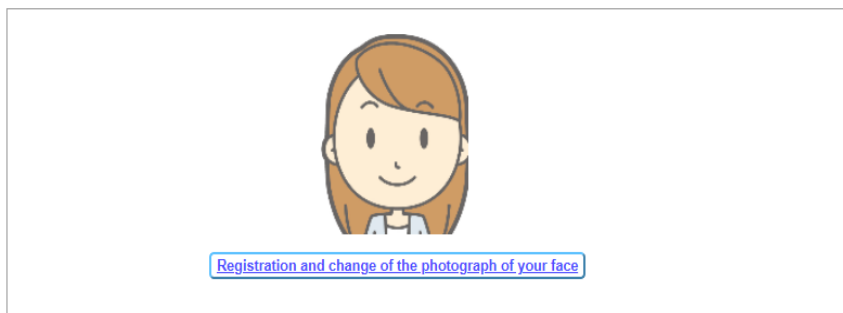
Applicant information

Name in katakana	イアンカ けい
Email address	[Redacted]
Date of birth	[Redacted]

Application History

Online application number	5502162447									
Date of Application	2021/10/28									
Examination you're applying for	Graduate School of Intercultural Communication Intercultural Communication No Master (Spring Exam) : April enrollment TESOL-J (Applicants residing outside of Japan)									
Payment status	Paid 2021/10/28 18:23:49									
Application document format	Application document format Please download the forms required for application from the links above.									
Display/Print	<table border="0"><tr><td>Examination admission ticket</td><td></td></tr><tr><td>Application envelope cover</td><td rowspan="5">This button will be available after the ticket is issued.</td></tr><tr><td>Application form</td></tr><tr><td>Research Proposal (cover)</td><td rowspan="3">These documents are not required to be submitted.</td></tr><tr><td>Curriculum vitae</td></tr><tr><td>Copy for the applicant</td></tr></table>	Examination admission ticket		Application envelope cover	This button will be available after the ticket is issued.	Application form	Research Proposal (cover)	These documents are not required to be submitted.	Curriculum vitae	Copy for the applicant
Examination admission ticket										
Application envelope cover	This button will be available after the ticket is issued.									
Application form										
Research Proposal (cover)		These documents are not required to be submitted.								
Curriculum vitae										
Copy for the applicant										

Face Photograph



File upload

According to the Entrance Exam Guidelines, please follow the procedure of uploading the required application documents from My Page for each graduate school and examination category.
Apart from this procedure, please follow the procedure of mailing the documents that need to be mailed by the deadline.
Please note that if you forget to upload or mail documents, the online application procedure will be invalid, and your application will not be deemed complete.
* Applicants to a graduate school or examination category that do not require uploading the application documents do not need to go through the upload procedure.

File upload Click here to upload application

Logout

②Mypage (File Upload)

Upload

Notes on uploading the application documents

* Please select the application documents you want to upload from the "Choose file" button. In so doing, please make sure that the names of the application documents are the same as those shown in the Entrance Exam Guidelines.

- A file larger than 8 MB cannot be uploaded.

[Important] How to upload files

Click [Choose file] and select the file→Click [Upload]→Click [Confirm] to submit the file →Make sure to finalize the status as 'Upload Complete' *Your application is not acceptable unless you click [Confirm].

*Please note that the uploading cannot be completed unless you click on [Confirm] button.

Upload1	File : <input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Upload2	File : <input type="text"/>	<input type="button" value="Choose File"/> No file chosen	
Upload3	File : <input type="text"/>	<input type="button" value="Choose File"/> No file chosen	

Application documents for all graduate school in Rikkyo are displayed.
As for the application documents required for Graduate School of Intercultural Communication, please refer to our admission guide.

<How to Upload>

- 1) Click the "Choose File" button to choose the files to be uploaded. Click the "Upload" button.

Upload1	File : <input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
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- 2) Click the "Confirm" button.

Upload1	File : Research Proposal	<input type="button" value="Delete"/>	<input type="button" value="Confirm"/>
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- 3) Check that the status is changed to "Upload Complete".

Upload1	File : Research Proposal	<input type="button" value="Delete"/>	<input type="button" value="Confirm"/>	Status: Upload Complete
---------	--------------------------	---------------------------------------	--	-------------------------