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

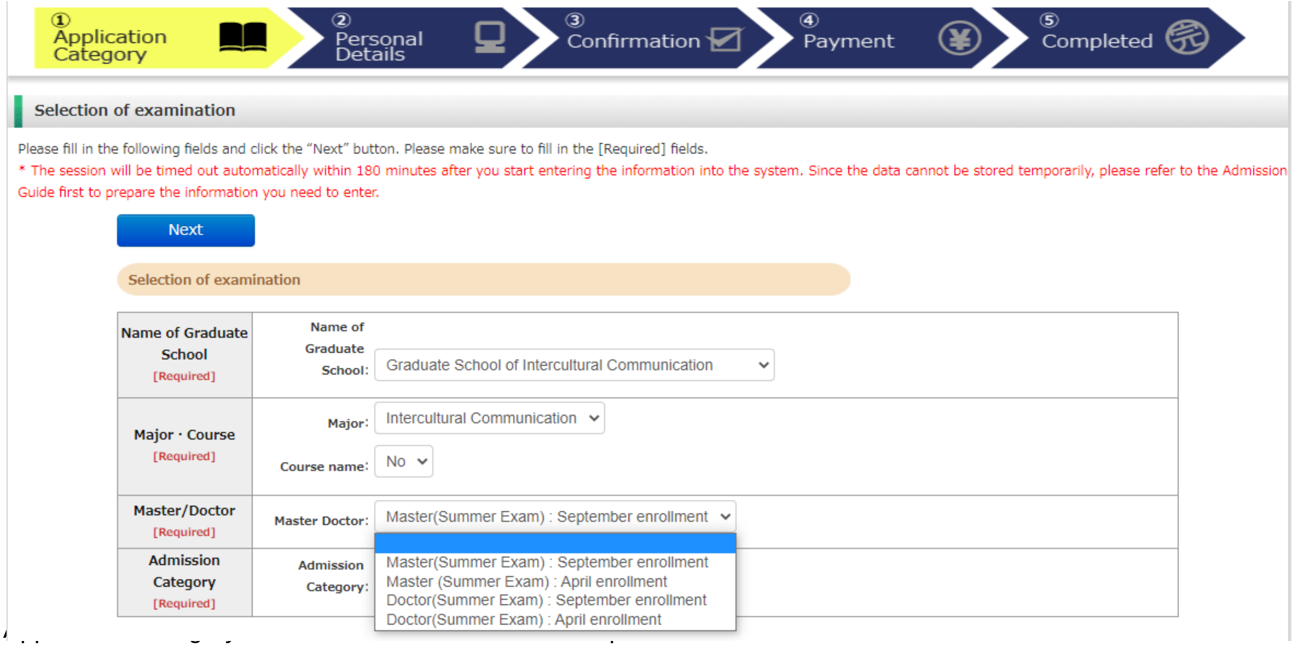
Note:

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

①Application Category



Selection of examination

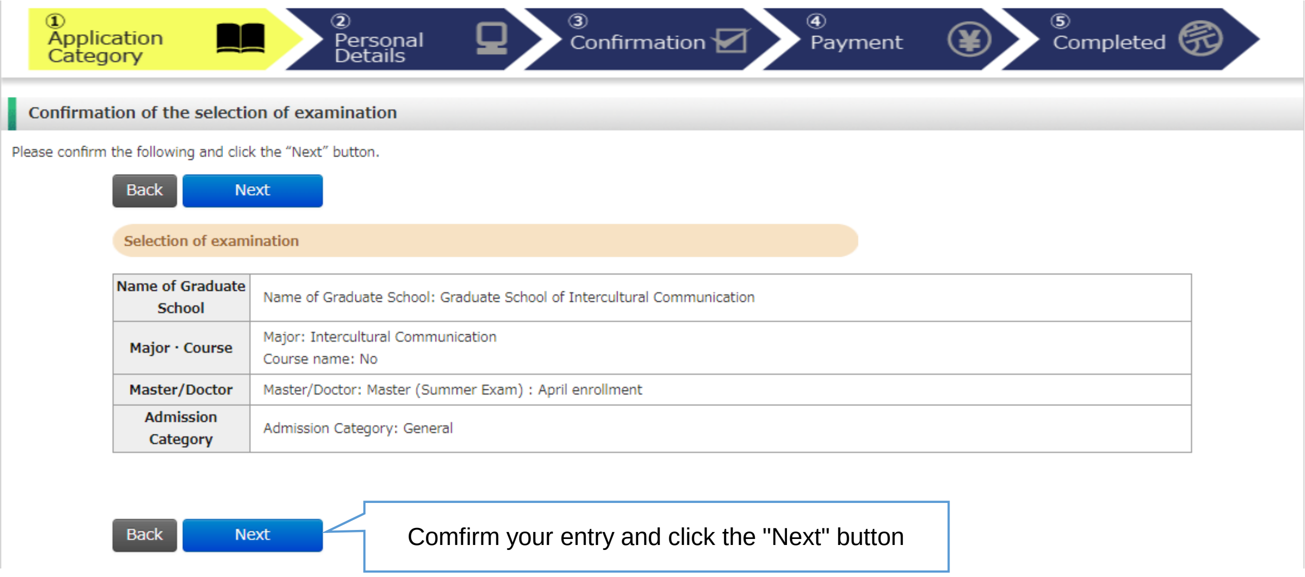
Please fill in the following fields and click the “Next” button. Please make sure to fill in the [Required] fields.

* The session will 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.

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:** Master(Summer Exam) : September enrollment Master(Summer Exam) : September enrollment Master (Summer Exam) : April enrollment Doctor(Summer Exam) : September enrollment Doctor(Summer Exam) : April enrollment
Admission Category [Required]	**Admission Category:**

①Application Category-2


①
Application Category
②
Personal Details
③
Confirmation
④
Payment
⑤
Completed
Back
Next

Confirmation of the selection of examination

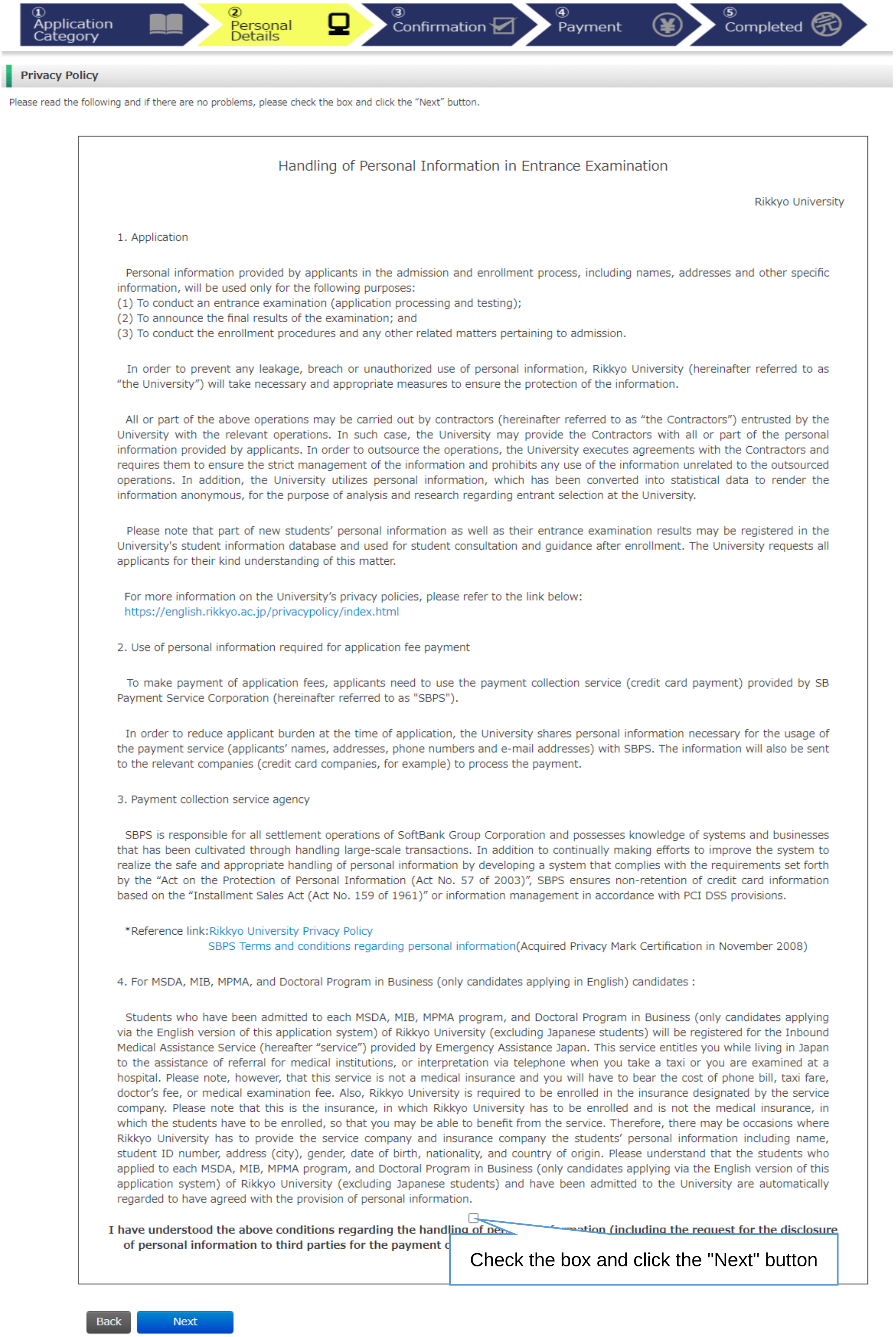
Please confirm the following and click the “Next” button.

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 (Summer Exam) : April enrollment
Admission Category	Admission Category: General

Comfirm your entry and click the "Next" button

②Personal 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 University with the relevant operations. In such case, the University may provide the Contractors with all or part of the personal 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)

4. For MSDA, MIB, MPMA, and Doctoral Program in Business (only candidates applying in English) candidates :

Students who have been admitted to each MSDA, MIB, MPMA program, and Doctoral Program in Business (only candidates applying via the English version of this application system) of Rikkyo University (excluding Japanese students) will be registered for the Inbound Medical Assistance Service (hereafter “service”) provided by Emergency Assistance Japan. This service entitles you while living in Japan to the assistance of referral for medical institutions, or interpretation via telephone when you take a taxi or you are examined at a hospital. Please note, however, that this service is not a medical insurance and you will have to bear the cost of phone bill, taxi fare, doctor’s fee, or medical examination fee. Also, Rikkyo University is required to be enrolled in the insurance designated by the service company. Please note that this is the insurance, in which Rikkyo University has to be enrolled and is not the medical insurance, in which the students have to be enrolled, so that you may be able to benefit from the service. Therefore, there may be occasions where Rikkyo University has to provide the service company and insurance company the students’ personal information including name, student ID number, address (city), gender, date of birth, nationality, and country of origin. Please understand that the students who applied to each MSDA, MIB, MPMA program, and Doctoral Program in Business (only candidates applying via the English version of this application system) of Rikkyo University (excluding Japanese students) and have been admitted to the University are automatically regarded to have agreed with the provision of personal information.

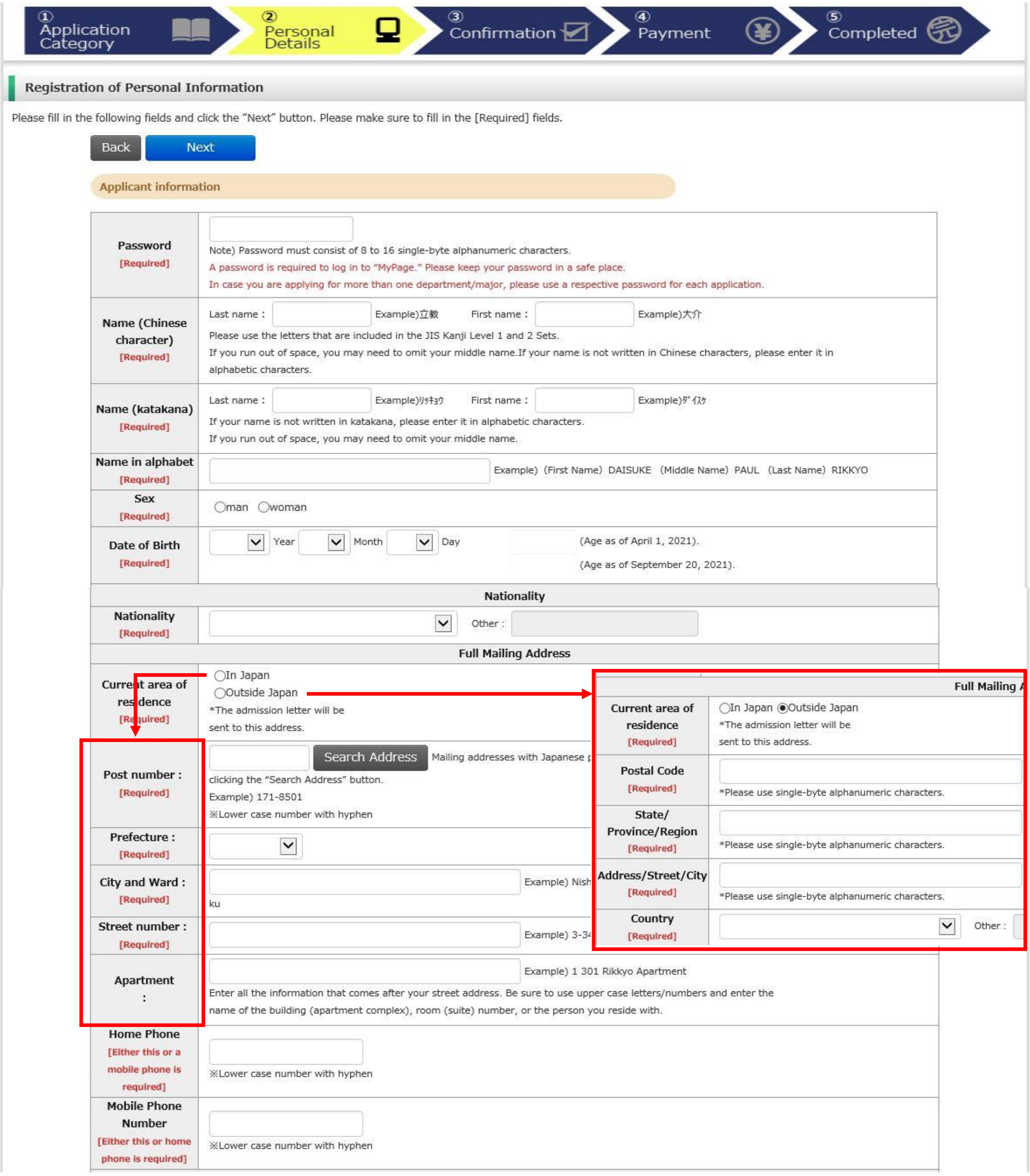
☐

I have understood the above conditions regarding the handling of per ormation (including the request for the disclosure of personal information to third parties for the payment c

Check the box and click the "Next" button

Back Next

②Personal Details-2



Registration of Personal Information

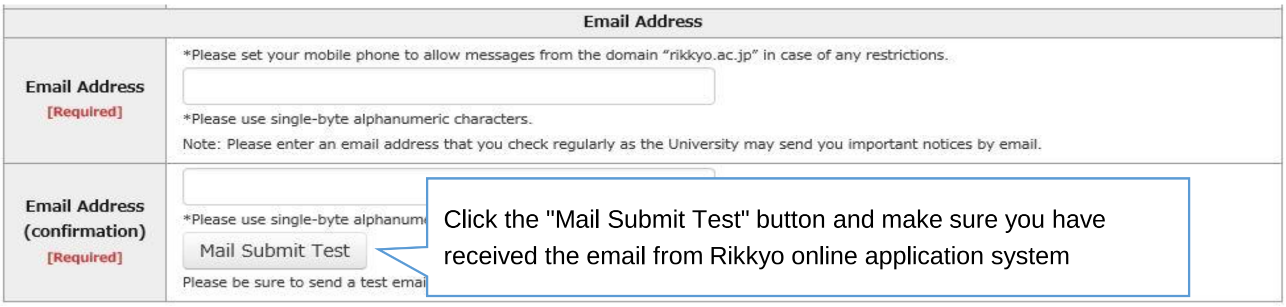
Please fill in the following fields and click the "Next" button. Please make sure to fill in the [Required] fields.

Applicant information

Password [Required]	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.
Name (Chinese character) [Required]	Last name : Example)立教 First name : Example)大介 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.
Name (katakana) [Required]	Last name : Example)ﾘｯｷｮｳ First name : Example)ﾀﾞｲｽｹ 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.
Name in alphabet [Required]	Example) (First Name) DAISUKE (Middle Name) PAUL (Last Name) RIKKYO
Sex [Required]	○man ○woman
Date of Birth [Required]	Year Month Day (Age as of April 1, 2021). (Age as of September 20, 2021).
Nationality	
Nationality [Required]	Other :
Full Mailing Address	
Current area of residence [Required]	○In Japan ○Outside Japan *The admission letter will be sent to this address.
Post number : [Required]	Mailing addresses with Japanese p clicking the "Search Address" button. Example) 171-8501 ※Lower case number with hyphen
Prefecture : [Required]	
City and Ward : [Required]	Example) Nish ku
Street number : [Required]	Example) 3-34
Apartment :	Example) 1 301 Rikkyo Apartment 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.
Home Phone [Either this or a mobile phone is required]	※Lower case number with hyphen
Mobile Phone Number [Either this or home phone is required]	※Lower case number with hyphen

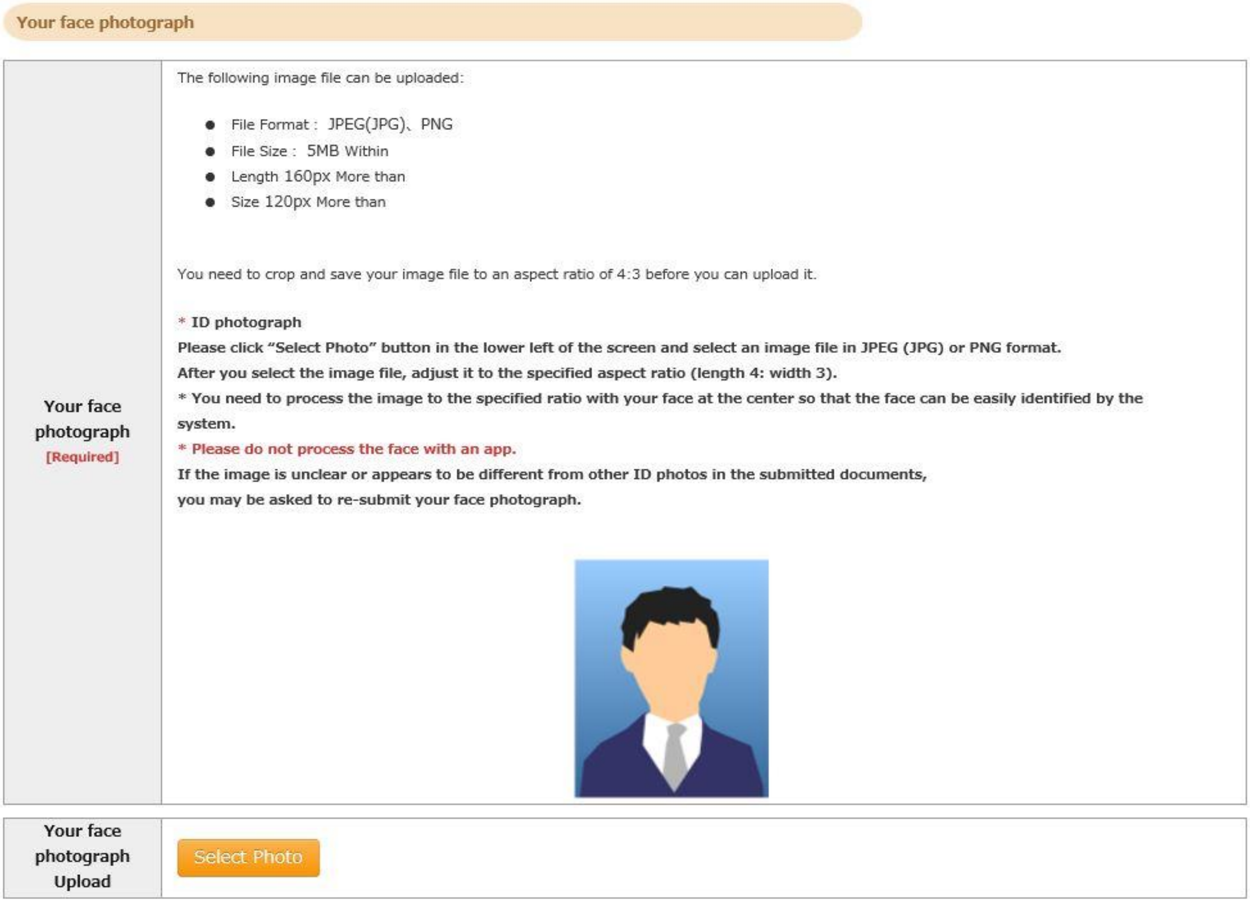
	Full Mailing A
Current area of residence [Required]	○In Japan ●Outside Japan *The admission letter will be sent to this address.
Postal Code [Required]	*Please use single-byte alphanumeric characters.
State/ Province/Region [Required]	*Please use single-byte alphanumeric characters.
Address/Street/City [Required]	*Please use single-byte alphanumeric characters.
Country [Required]	Other :

②Personal Details-3



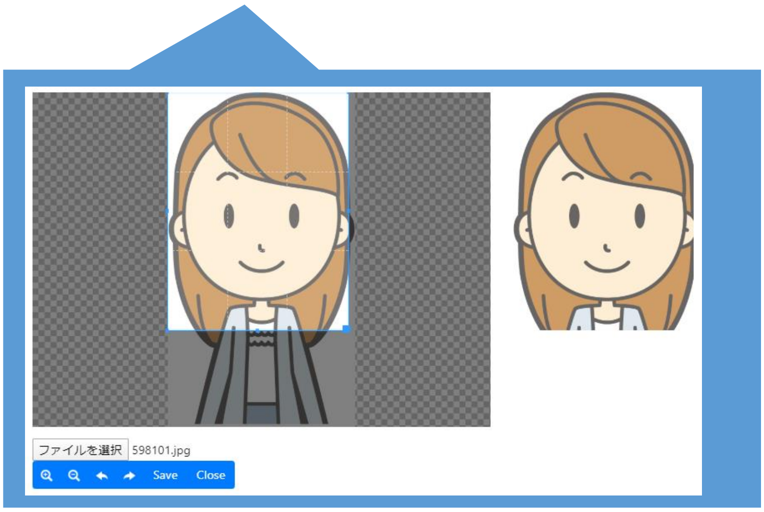
	Email Address
Email Address [Required]	*Please set your mobile phone to allow messages from the domain "rikkyo.ac.jp" in case of any restrictions. *Please use single-byte alphanumeric characters. Note: Please enter an email address that you check regularly as the University may send you important notices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

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



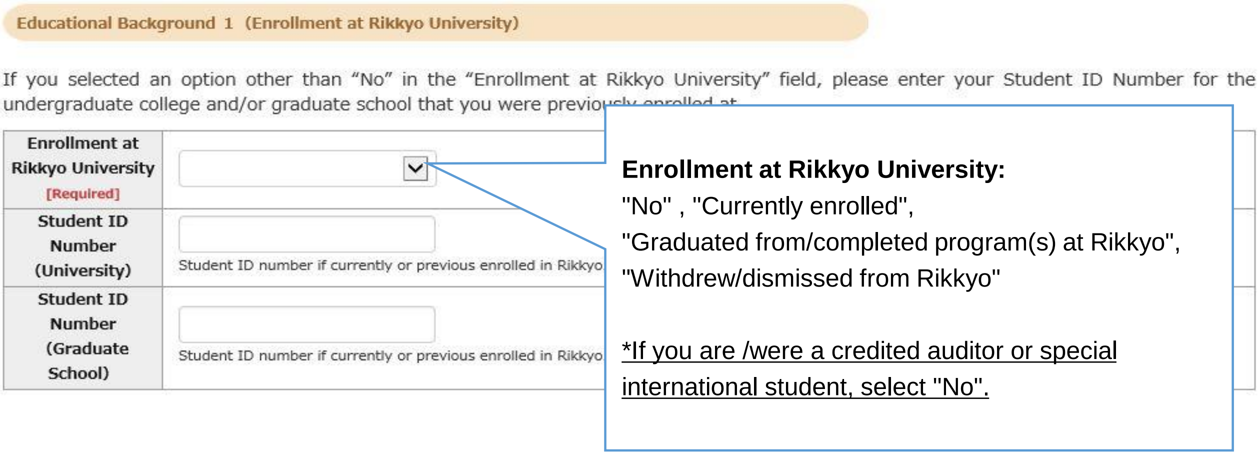
Your face photograph

Your face photograph [Required]	The following image file can be uploaded: ● File Format： JPEG(JPG)、PNG ● File Size： 5MB Within ● Length 160px More than ● Size 120px More than You need to crop and save your image file to an aspect ratio of 4:3 before you can upload it. * **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.**
Your face photograph Upload	



(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

②Personal Details-4



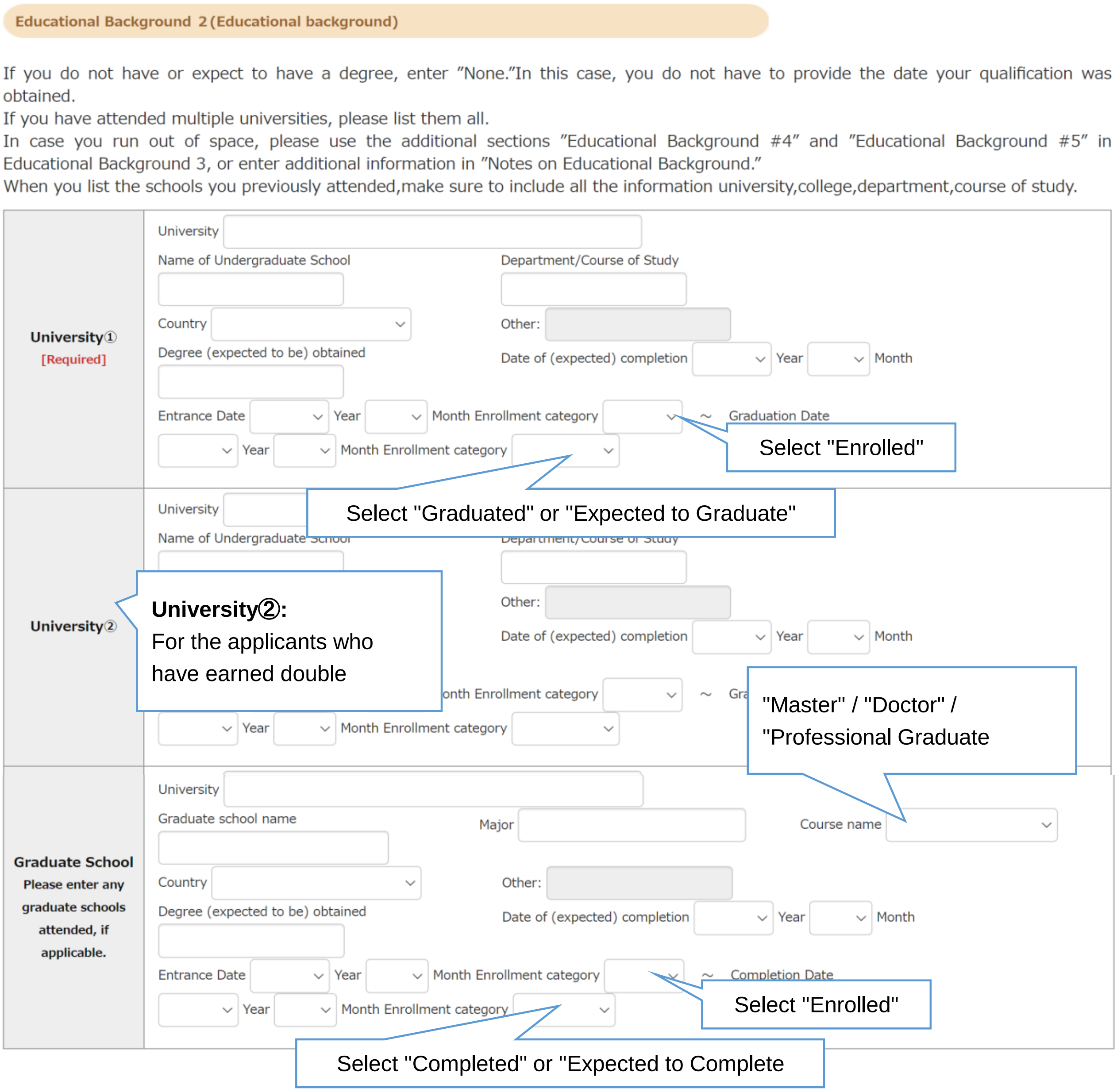
Educational Background 1 (Enrollment at Rikkyo University)

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]	
Student ID Number (University)	Student ID number if currently or previous enrolled in Rikkyo
Student ID Number (Graduate School)	Student ID number if currently or previous enrolled in Rikkyo

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.

University① [Required]
University
Name of Undergraduate School / Department/Course of Study
Country / Other:
Degree (expected to be) obtained / Date of (expected) completion Year Month
Entrance Date Year Month Enrollment category ~ Graduation Date
Year Month Enrollment category

Select "Enrolled"

Select "Graduated" or "Expected to Graduate"

University②
University
Name of Undergraduate School / Department/Course of Study
Other:
Date of (expected) completion Year Month
Month Enrollment category ~
Year Month Enrollment category

University②:
For the applicants who have earned double

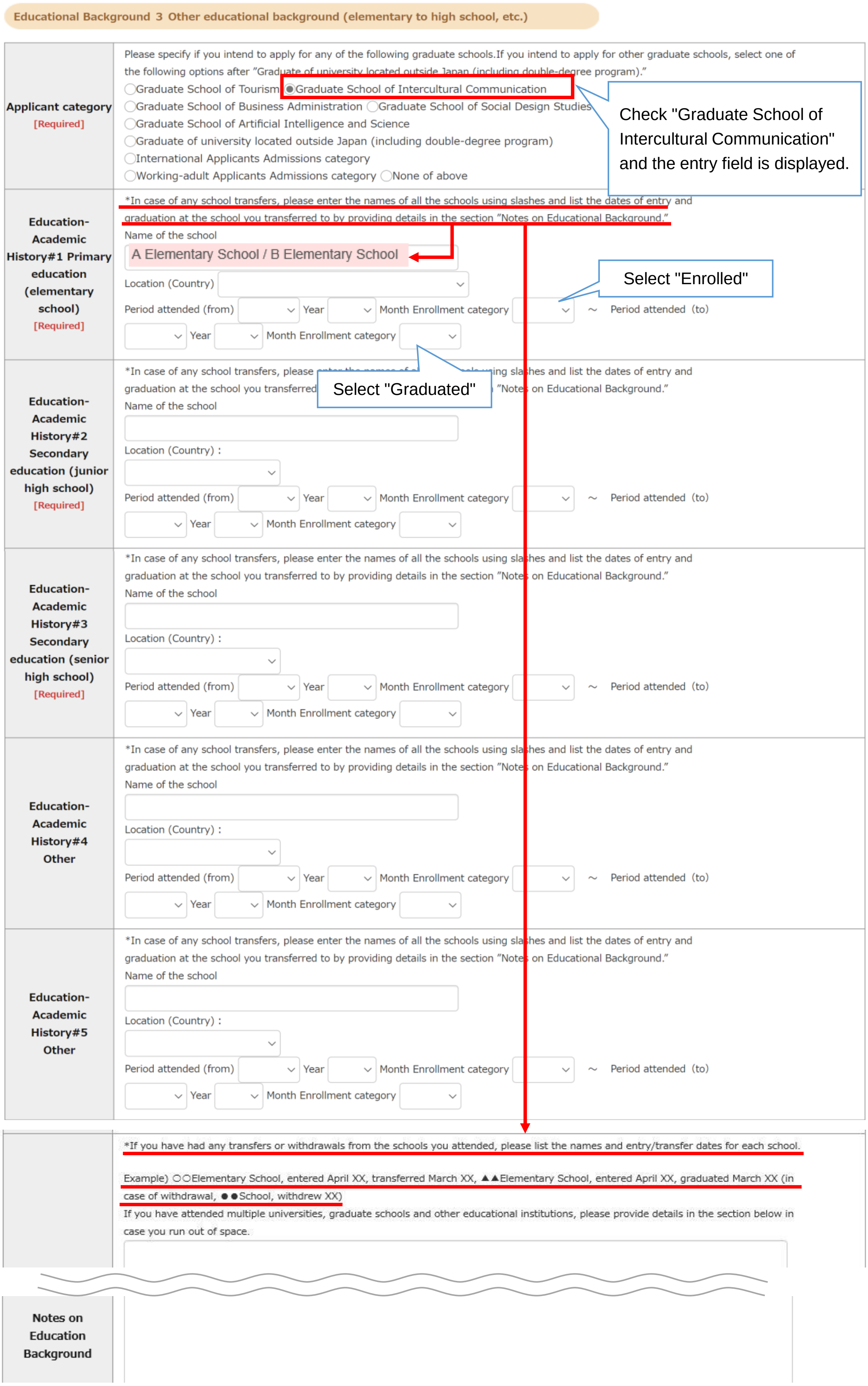
"Master" / "Doctor" /
"Professional Graduate

Graduate School
Please enter any graduate schools attended, if applicable.
University
Graduate school name / Major / Course name
Country / Other:
Degree (expected to be) obtained / Date of (expected) completion Year Month
Entrance Date Year Month Enrollment category ~ Completion Date
Year Month Enrollment category

Select "Enrolled"

Select "Completed" or "Expected to Complete

②Personal 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)."

○Graduate School of Tourism ●Graduate School of Intercultural Communication
○Graduate School of Business Administration ○Graduate School of Social Design Studies
○Graduate School of Artificial Intelligence and Science
○Graduate of university located outside Japan (including double-degree program)
○International Applicants Admissions category
○Working-adult Applicants Admissions category ○None of above

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

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

Select "Enrolled"

Select "Graduated"

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

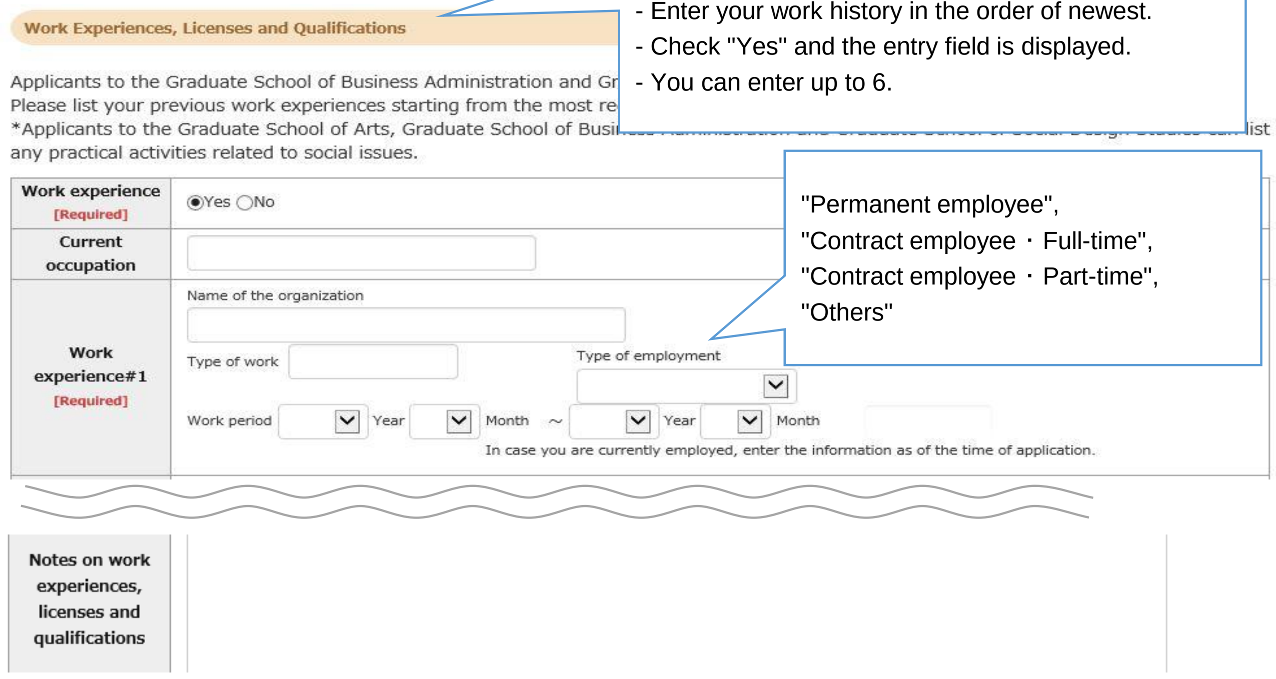
Notes on Education Background

*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.

②Personal Details-6



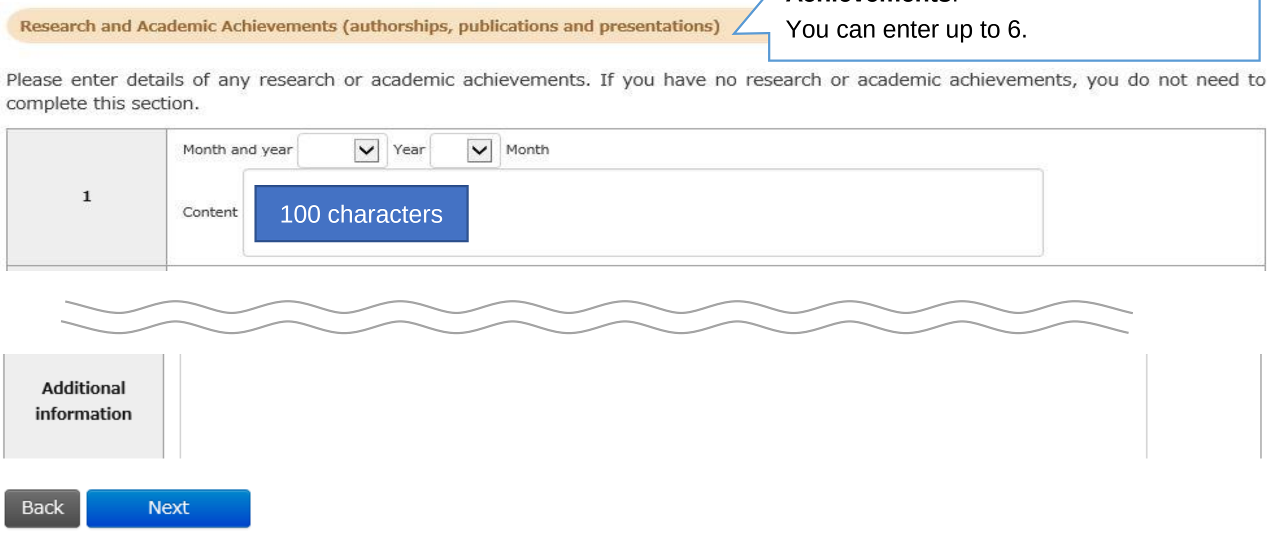
Work Experiences, Licenses and Qualifications:
- Enter your work history in the order of newest.
- Check "Yes" and the entry field is displayed.
- You can enter up to 6.

Work Experiences, Licenses and Qualifications

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

Work experience [Required]	● Yes ○ No
Current occupation	
Work experience#1 [Required]	Name of the organization Type of work Type of employment Work period Year Month ～ Year Month In case you are currently employed, enter the information as of the time of application.
Notes on work experiences, licenses and qualifications	

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



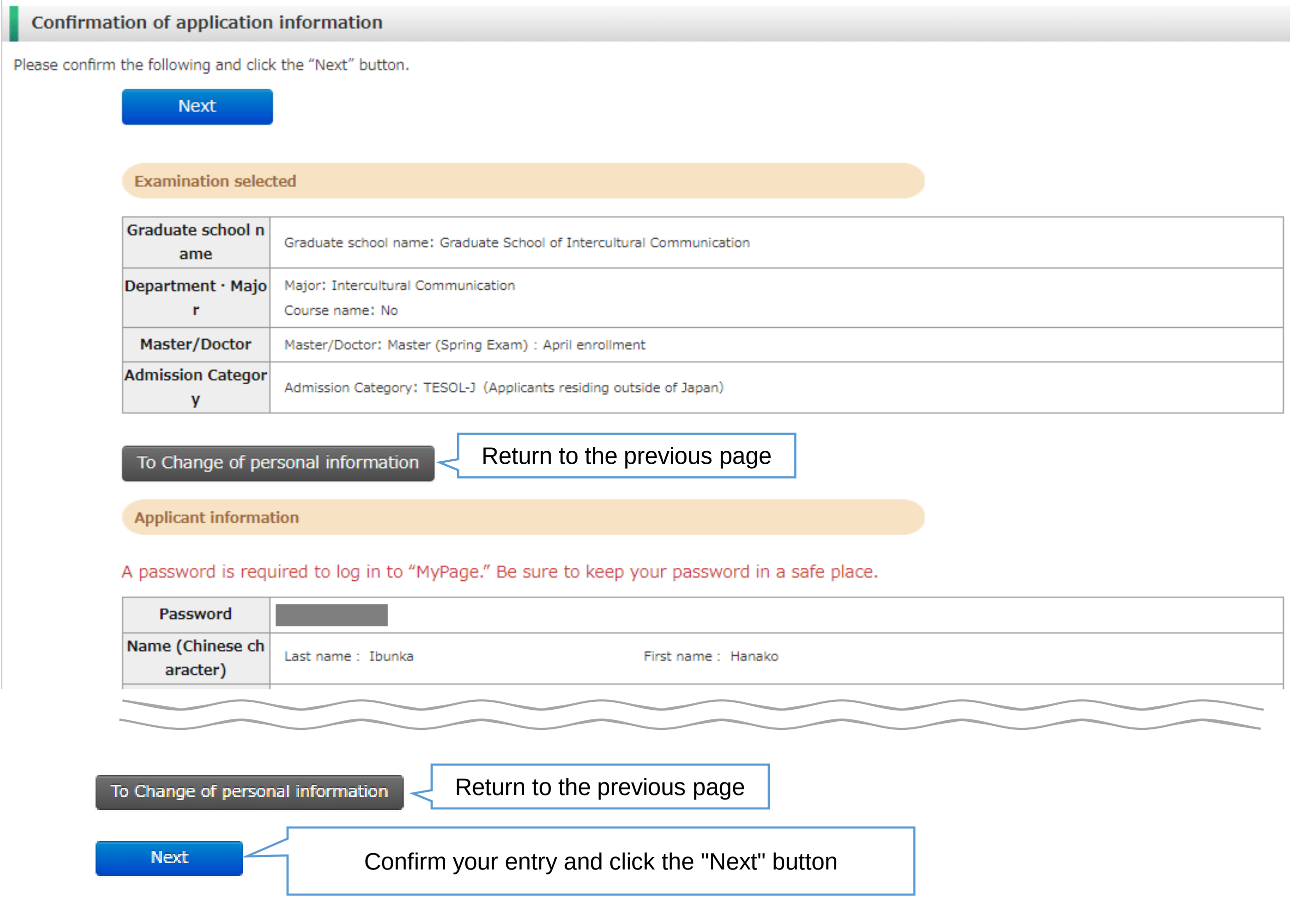
*Optional
Research and Academic Achievements:
You can enter up to 6.

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 Year Month Content 100 characters
Additional information	

③Confirmation



Confirmation of application information

Please confirm the following and click the “Next” button.

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)

Return to the previous page

Applicant information

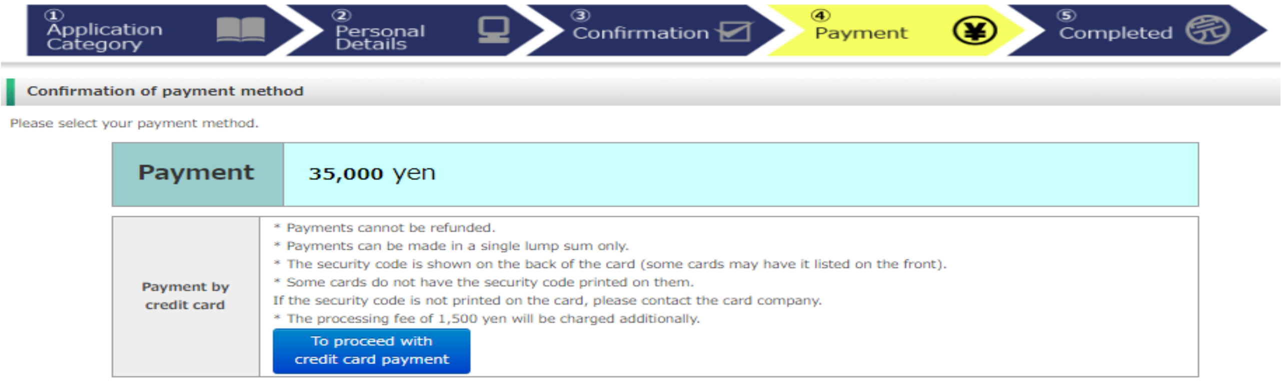
A password is required to log in to “MyPage.” Be sure to keep your password in a safe place.

Password	[redacted]	
Name (Chinese character)	Last name : Ibunka	First name : Hanako

Return to the previous page

Confirm your entry and click the "Next" button

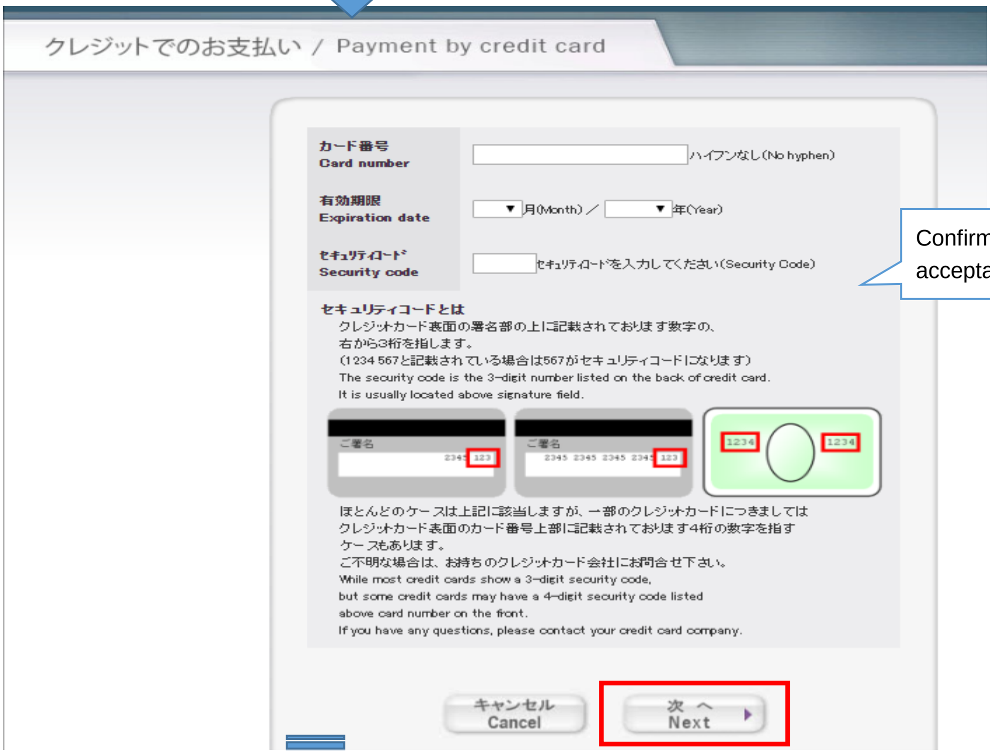
④Payment



Confirmation of payment method

Please select your payment method.

Payment	35,000 yen
Payment by credit card	＊ 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. To proceed with credit card payment



クレジットでのお支払い / Payment by credit card

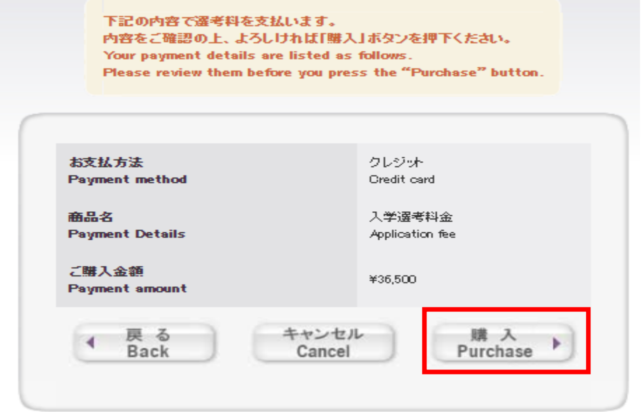
カード番号 **Card number**	ハイフンなし(No hyphen)
有効期限 **Expiration date**	▼月(Month) ／ ▼年(Year)
ｾｷｭﾘﾃｨｺｰﾄﾞ **Security code**	ｾｷｭﾘﾃｨｺｰﾄﾞを入力してください(Security Code)

セキュリティコードとは

クレジットカード裏面の署名部の上に記載されております数字の、
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.

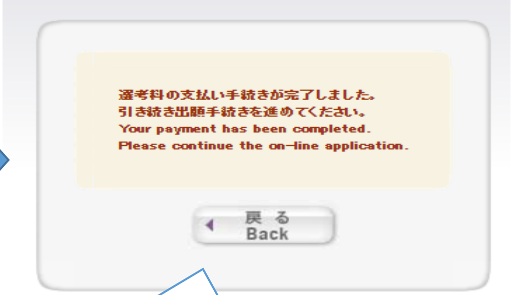
ほとんどのケースは上記に該当しますが、一部のクレジットカードにつきましては
クレジットカード表面のカード番号上部に記載されております4桁の数字を指す
ケースもあります。
ご不明な場合は、お持ちのクレジットカード会社にお問合せ下さい。
While most credit cards show a 3-digit security code,
but some credit cards may have a 4-digit security code listed
above card number on the front.
If you have any questions, please contact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

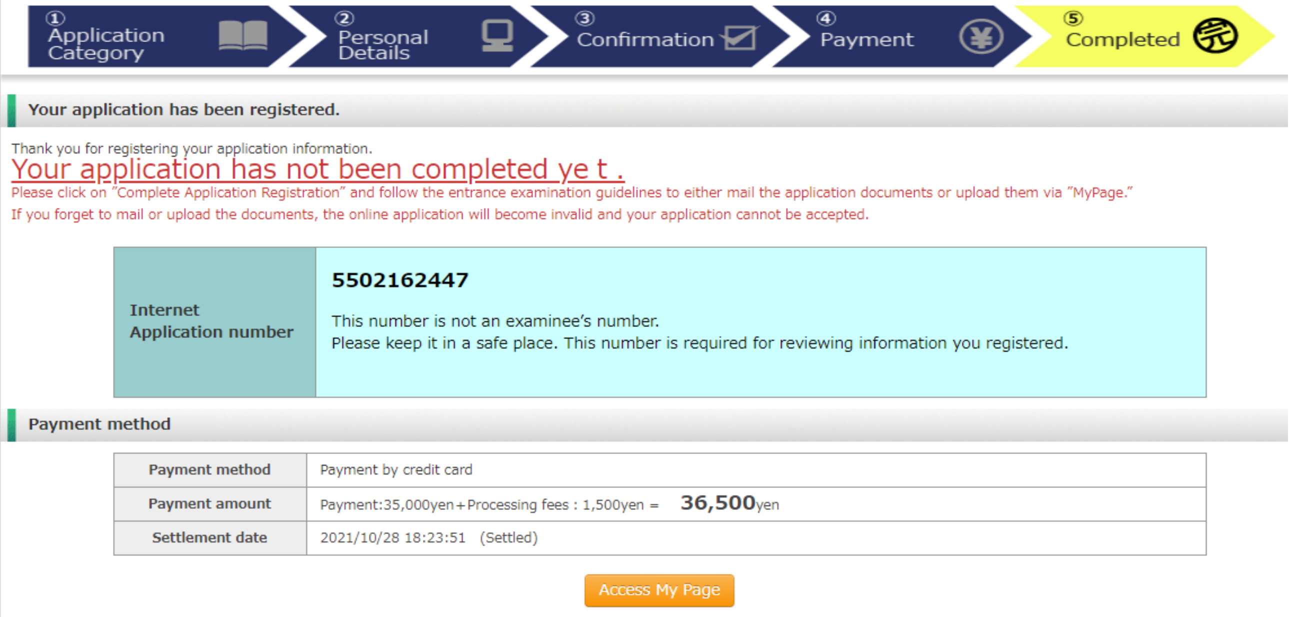
お支払方法 **Payment method**	クレジット Credit card
商品名 **Payment Details**	入学選考料金 Application fee
ご購入金額 **Payment amount**	¥36,500



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.

⑤Completed



Your application has been registered.

Thank you for registering your application information.

Your application has not been completed ye t .

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.

Payment method

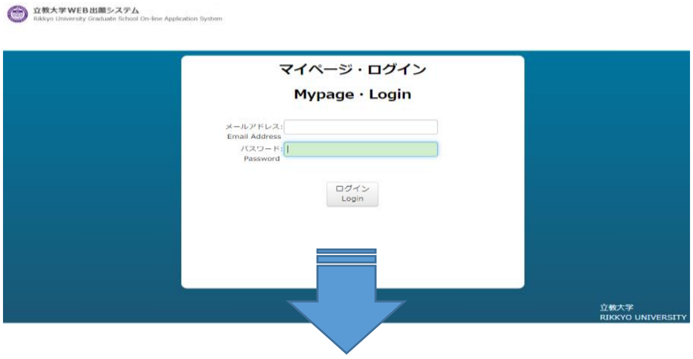
Payment method	Payment by credit card
Payment amount	Payment:35,000yen＋Processing fees : 1,500yen ＝ **36,500**yen
Settlement date	2021/10/28 18:23:51 (Settled)

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）



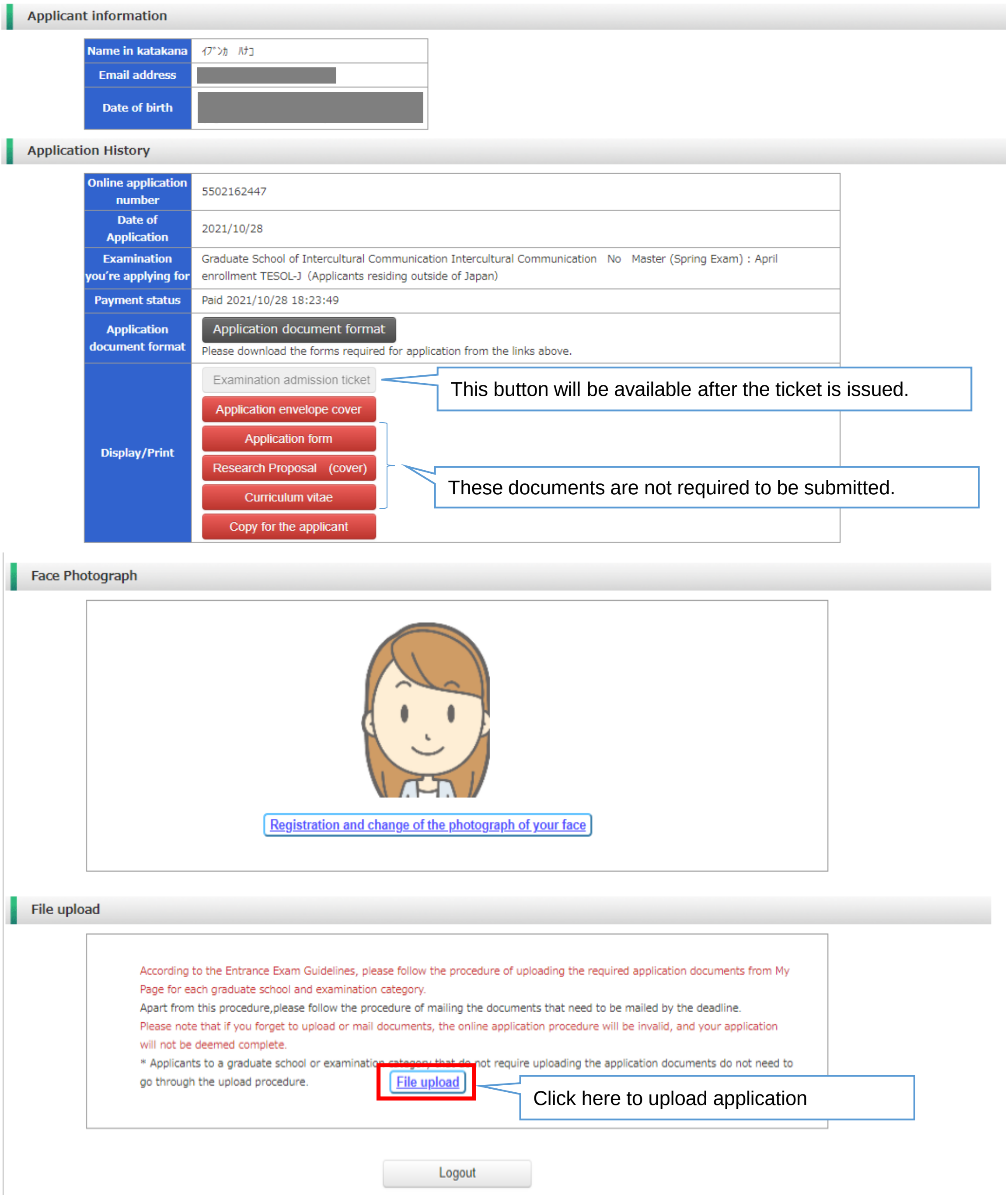
立教大学WEB出願システム
Rikkyo University Graduate School On-line Application System

マイページ・ログイン

Mypage・Login

メールアドレス: Email Address

パスワード: Password



Applicant information

Name in katakana	ｲﾌﾞﾝｶ ﾊﾅｺ
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	Examination admission ticket Application envelope cover Application form Research Proposal (cover) Curriculum vitae Copy for the applicant

This button will be available after the ticket is issued.

These documents are not required to be submitted.

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.

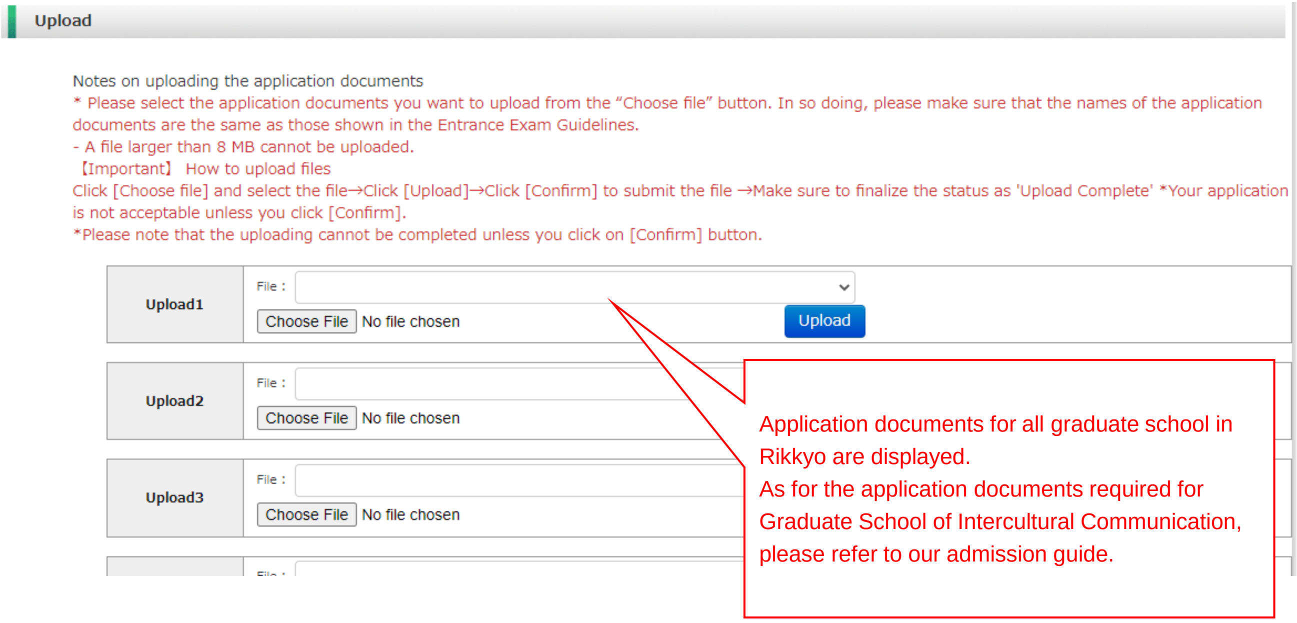
Apart from this procedure,please follow the procedure of mailing the documents that need to be mailed by the deadline.

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.

Click here to upload application

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].

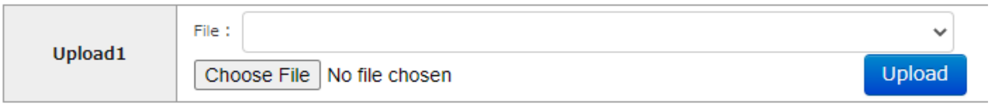
*Please note that the uploading cannot be completed unless you click on [Confirm] button.

Upload1
File :
Choose File
No file chosen
Upload
Upload2
File :
Choose File
No file chosen
Upload3
File :
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.

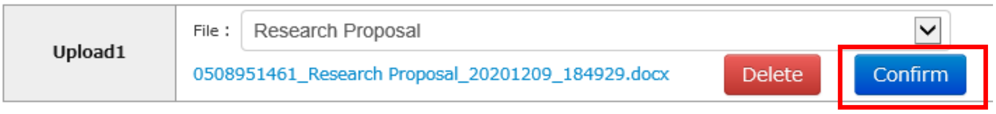
<How to Upload>

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



Upload1
File :
Choose File
No file chosen
Upload

2) Click the "Confirm" button.



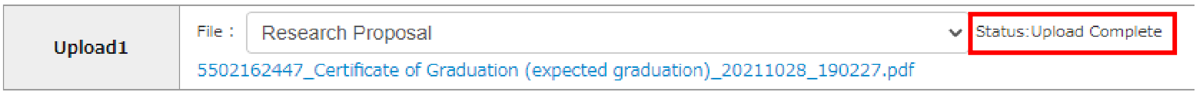
Upload1

File : Research Proposal

0508951461_Research Proposal_20201209_184929.docx

Delete
Confirm

3) Check that the status is changed to "Upload Complete".



Upload1

File : Research Proposal

Status:Upload Complete

5502162447_Certificate of Graduation (expected graduation)_20211028_190227.pdf