

6. Enrollment Procedures

Enrollment procedures at Rikkyo are carried out via the Online Enrollment System.

To complete the enrollment procedures, all of the following must be done by the enrollment deadline: payment of the enrollment procedure fee, registration of information in the Online Enrollment System, and submission of enrollment documents. If you do not complete the stipulated enrollment procedures by the designated date, you will not be permitted to enroll.

1) Enrollment Procedure Period

April 2025 Entry

Enrollment Procedure Period: Tuesday, February 25, 2025 – Friday, March 14, 2025

September 2025 Entry

1st Round of Enrollment Procedure Period: Tuesday, February 25, 2025 – Friday, March 14, 2025

2nd Round of Enrollment Procedure Period: Tuesday, April 1, 2025 – Friday, May 30, 2025

For further information on the enrollment procedures, please download the “Enrollment Guidebook” from the Online Enrollment System and confirm the details. For instructions on how to log in to the Online Enrollment System, please refer to the "Enrollment Procedures Information Document" sent to successful applicants.

Withdrawing from Admission

Those who need to withdraw after completing the enrollment procedures to Rikkyo University may file for either Case A or Case B withdrawal as shown below. Please check the “Enrollment Guidebook” for details.

April 2025 Entry

A

After completing the enrollment procedures, those who wish to withdraw from enrollment for unavoidable reasons and have their withdrawal accepted through the prescribed procedures will receive a refund of **academic fees and other payments excluding the admission fee** (refunds should arrive in late May).

Application deadline: **March 31, 2025**

Application method: (1) Telephone call
(2) Procedures in the Online Enrollment System
*No need to submit documents

B

After completing the enrollment procedures, those who cannot fulfill the qualification requirements by failing to graduate or completing the program and have their withdrawal accepted through the prescribed procedures will receive a refund of the **admission fee, academic fees, and other payments** (refunds should arrive in late May).

Application deadline: **April 15, 2025**

Application method: (1) Telephone call
(2) Procedures in the Online Enrollment System
(3) Submission of a certificate that confirms your inability to graduate or complete the course (must arrive by the deadline)

September 2025 Entry

A

After completing the enrollment procedures, those who wish to withdraw from enrollment for unavoidable reasons and have their withdrawal accepted through the prescribed procedures will receive a refund of **academic fees and other payments excluding the admission fee** (refunds should arrived in late October).

Application deadline: **Mid-September, 2025 (official date to be announced)**

Application method: (1) Telephone call
(2) Procedures in the Online Enrollment System
*No need to submit documents

B

After completing the enrollment procedures, those who cannot fulfill the qualification requirements by failing to graduate or completing the program and have their withdrawal accepted through the prescribed procedures will receive a refund of the **admission fee, academic fees, and other payments** (refunds should arrived in early November).

Application deadline: **Late-September, 2025 (official date to be announced)**

Application method: (1) Telephone call
(2) Procedures in the Online Enrollment System
(3) Submission of a certificate that confirms your inability to graduate or complete the course (must arrive by the deadline)

2) Health Checkup for Enrollees

Please take the health checkup at the date and time specified in the Orientation Event List that can be viewed after completing the enrollment procedures.

As a result of the health checkup, if an enrollee is found to have a serious illness or other difficulty in attending the program, a leave of absence may be taken.

3) Obtaining “Student” Status of Residence (Visa Status)

Those who do not hold a status of residence in Japan are required to apply for the “Student” status using the following system by the designated date. For details, please check the “Enrollment Guidebook” available after passing the examination.

Rikkyo Status of Residence Management System (IRIS): <https://iris.rikkyo.ac.jp/sp/entry>

(Application deadline: March 7, 2025 for April 2025 entry and May 30, 2025 for September 2025 entry)

Academic Fees and Other Payments (Amount to Be Remitted in the First Academic Year)

Academic fees and other payments are paid in two installments. The amounts of academic fees and other payments for the first year in the 2025 academic year are as follows.

Academic Fees and Other Payments for the 2025 Academic Year: Master's Program (unit: yen)

Category		Academic fees (annual)			Other payments (annual)	Total payments at the time of enrollment	Amount to be remitted in the second semester	Total first-year payment amount
		Admission fee (first year only)	Tuition	Experiment and practical training fees	Rikkyo Student Mutual-Aid Health Insurance Union fee			
Graduate school								
Christian Studies		225,000	690,000	—	3,500	571,750	346,750	918,500
Arts		225,000	690,000	—	3,500	571,750	346,750	918,500
Economics		225,000	683,000	—	3,500	568,250	343,250	911,500
Science	Graduate Program in Mathematics	225,000	787,000	—	3,500	620,250	395,250	1,015,500
	Graduate Program in Physics Graduate Program in Life Science	225,000	787,000	40,000	3,500	640,250	415,250	1,055,500
	Graduate Program in Chemistry	225,000	787,000	80,000	3,500	660,250	435,250	1,095,500
Sociology		225,000	683,000	—	3,500	568,250	343,250	911,500
Law and Politics		225,000	683,000	—	3,500	568,250	343,250	911,500
Tourism		225,000	683,000	—	3,500	568,250	343,250	911,500
Community and Human Services		225,000	690,000	—	3,500	571,750	346,750	918,500
Business	Graduate Program in Business	225,000	1,175,000	—	3,500	814,250	589,250	1,403,500
	Graduate Program in International Business (Except Public Management and Administration course)	225,000	683,000	—	3,500	568,250	343,250	911,500
	Public Management and Administration course, Graduate Program in International Business	—	1,800,000	—	3,500	901,750	901,750	1,803,500
Contemporary Psychology	Graduate Program in Clinical Psychology	225,000	723,000	30,000	3,500	603,250	378,250	981,500
	Graduate Program in Psychology Graduate Program in Body Expression and Cinematic Arts	225,000	723,000	15,000	3,500	595,750	370,750	966,500
Intercultural Communication		225,000	690,000	—	3,500	571,750	346,750	918,500
Sport and Wellness		225,000	723,000	15,000	3,500	595,750	370,750	966,500

[Notes on Academic Fees and Other Payments]

- Admission fees are collected only at the time of enrollment. The admission fee is 113,000 yen for those who have graduated, are due to graduate, or have withdrawn from an undergraduate program of Rikkyo University and those who have graduated, are due to graduate, or have withdrawn from a graduate program of Rikkyo University.
- Tuition includes a 120,000 yen semester enrollment fee (60,000 yen per semester).
- Experiment and practical training fees are for experiments, practical training, seminars, research, and orientation.
- In the Graduate School of Science, students who do not take experiments as stipulated in the course guidebook for the Graduate School of Science and students who are studying abroad while enrolled at the university do not need to pay experiment and practical training fees.

Academic Fees and Other Payments (Amount to Be Remitted in the First Academic Year)

Academic fees and other payments are paid in two installments. The amounts of academic fees and other payments for the first year in the 2025 academic year are as follows.

Academic Fees and Other Payments for the 2025 Academic Year: Master's Program (unit: yen)

Category		Academic fees (annual)		Other payments (annual)	Total payments at the time of enrollment	Amount to be remitted in the second semester	Total first-year payment amount
		Admission fee (first year only)	Tuition	Rikkyo Student Mutual-Aid Health Insurance Union fee			
Graduate school							
Business Administration		225,000	1,043,000	3,500	748,250	523,250	1,271,500
Social Design Studies	Master of Social Design Course	225,000	1,043,000	3,500	748,250	523,250	1,271,500
	Master of Social Development and Administration Course	—	1,800,000	3,500	901,750	901,750	1,803,500
Artificial Intelligence and Science		225,000	1,500,000	3,500	976,750	751,750	1,728,500

[Notes on Academic Fees and Other Payments]

- (1) Admission fees are collected only at the time of enrollment. However, no admission fee will be charged to students who graduated (or are prospected to graduate) from colleges of Rikkyo University or completed (or are prospected to complete) graduate schools of Rikkyo University. The admission fee will be 113,000 yen for those who withdrew from colleges or graduate schools of Rikkyo University.
- (2) Tuition includes a 120,000 yen semester enrollment fee (60,000 yen per semester).

Information Regarding the Japanese Government Deferred Tuition Payment System for Tuition Fees for Master's Students

Those who have been confirmed as eligible for the "Deferred Tuition Payment System" through the "JASSO Scholarship Reservation Program for Graduate Schools" offered in October 2024, or those who have been confirmed as eligible through the university's screening of their household finances, may receive support under the "Deferred Tuition Payment System" by following the prescribed procedures after entering the Master's program. Those who wish to use this system after enrollment and have undergone a preliminary review prior to the enrollment procedure and have been confirmed as meeting the qualifications will be eligible for deferment of payment of academic fees and other payments at the time of the enrollment procedure. Those who wish to use this system and apply for deferment of payment must follow the procedures below.

*If you have not undergone the preliminary review, or if you are found to be ineligible through the preliminary review, you will not be eligible for the deferment of academic fees and other payments at the time of enrollment procedure.

Details after enrollment will be posted on the SPIRIT Scholarship website in late March. Be sure to review the information if you plan to apply.

Procedures for Deferment of Payment

Those who wish to use this system must complete the following procedures after the results are announced. For details, please refer to the "Enrollment Guidebook", which can be viewed after passing the entrance exam.

*Please note that some graduate schools may only have a short period of time between the announcement of final results and the procedure deadline.

*Please do not "pay the enrollment procedure fee" and "submit the enrollment procedure documents" until you have received the results of the preliminary review.

(1) Apply for preliminary review (Enrollee → University)

Deadline: Friday, March 7, 2025

If you wish to use the "Deferred Tuition Payment System" after enrollment and defer payment of academic fees and other payments at the time of enrollment, upload the following documents (i) - (ii) to the "Application Form for Preliminary Review of the Deferred Tuition Payment System" provided in the "Enrollment Guidebook." These documents will be used to conduct a preliminary review to confirm your eligibility.

Documents Required for Preliminary Review

<If you are a candidate for JASSO Scholarship Reservation Program for Graduate Schools>

- (i) Application form for deferment of tuition payment (university specified form)
- (ii) Reserved Candidates Notification issued by the JASSO

<If you are NOT a candidate for JASSO Scholarship Reservation Program for Graduate Schools>

- (i) Application form for deferment of tuition payment (university specified form)
- (ii) Your taxation certificate for the year 2024 (issued in 2024 (for the year 2023))

* Original copies of the above documents must be submitted at the time of enrollment procedure, so make sure to retain and prepare original copies of each.

(2) University notifies the results of the preliminary review (University → Enrollee)

Based on the submitted documents, the university will conduct a preliminary review to determine if the applicant meets the qualifications and notify the applicant of the results.

Those who meet the qualifications and are eligible for deferment of payment of academic fees and other payments at the time of enrollment procedures will be sent a bank transfer form for the admission fee only.

(3) Complete the enrollment procedure (Enrollee → University)

Deadline: Friday, March 14, 2025

Make sure to complete enrollment procedures by the prescribed deadline.

For those who are deemed eligible for payment deferment must submit original copies of all of the documents (i) through (ii) under item (1) above to the University along with the enrollment documents.

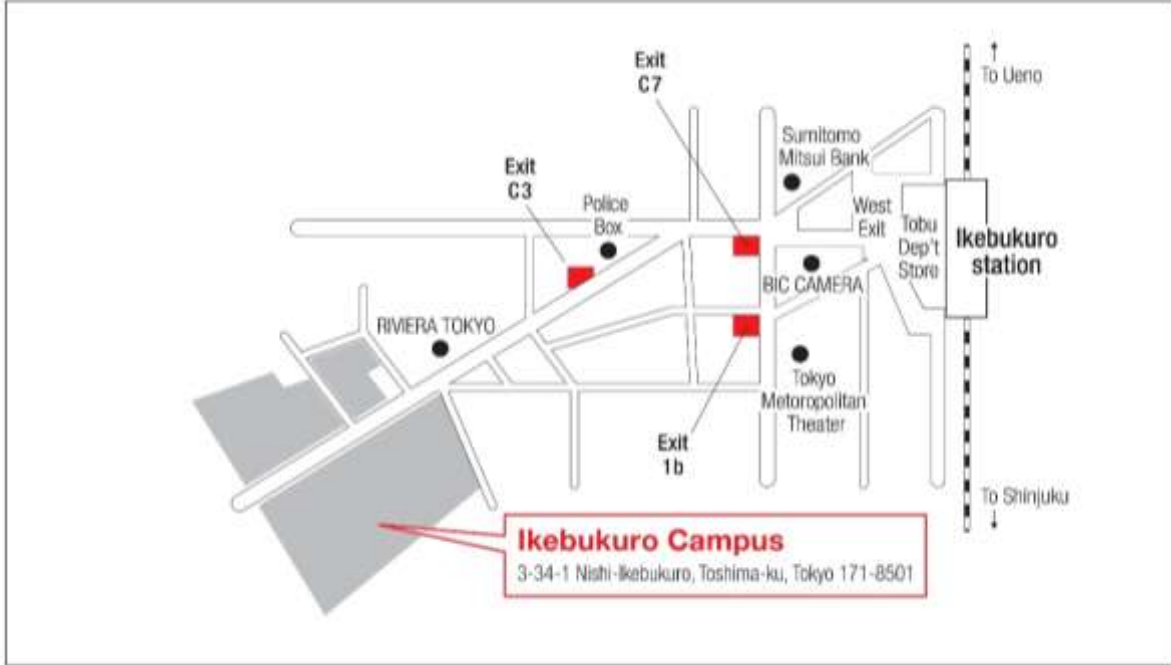
(4) Procedures after enrollment (Enrollee → University)

Details on these procedures will be posted in late March on the SPIRIT Scholarship website. Make sure to confirm the information accordingly.

Ikebukuro Campus Information Map

Get off at Ikebukuro Station on the JR Yamanote Line, Saikyo Line, Shonan-Shinjuku Line, Tobu Tojo Line, Seibu Ikebukuro Line, Tokyo Metro Marunouchi Line, Yurakucho Line or Fukutoshin Line.
About a 7-minute walk from the west exit.

Route to the Ikebukuro Campus



Ikebukuro Campus Information Map

