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



(**)**Application Category

1 Applica Catego	ation D	Personal Q Confirmation Payment (Completed Completed Com	Ð
Selection of	of examination		
Please fill in the * The session w Guide first to pr	following fields and c vill be timed out autor epare the information Next	dick the "Next" button. Please make sure to fill in the [Required] fields. matically within 180 minutes after you start entering the information into the system. Since the data cannot be stored temporarily, please refer to 1 you need to enter.	o the Admission
	Selection of exami	nation	
	Name of Graduate School [Required]	Name of Graduate School: Graduate School of Intercultural Communication V	
	Major · Course [Required]	Major: Intercultural Communication Course name: No	
	Master/Doctor [Required]	Master Doctor: Master (Spring Exam) : April enrollment	
	Admission Category [Required]	Admission Category: General V	

①Application Category-2



②Personal Details-1

acy Po	licy
ead the	following and if there are no problems, please check the box and click the "Next" button.
	Handling of Personal Information in Entrance Examination
	Bikkvo University
	······································
	1. Application
	Personal information provided by applicants in the admission and enrollment process, including names, addresses and other specific
	(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. Dikkyo University (bereinafter 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
	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.
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	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 (creat 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
	Sors remis 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 (nerearter "service") provided by Emergency Assistance Japan. This service entities 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,
	company. Please note that this is the insurance, in which Rikkyo University has to be enrolled in the insurance designated by the service
	which the students have to be enrolled, so that you may be able to benefit from the service. Therefore, there may be occasions where
	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 Jananese 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 personal including the request for the disclosure
	of personal information to third parties for the payment d
	Check the box and click the Next bullon

②Personal Details-2

tration of Personal In	formation				
in the following fields and c	lick the "Next" button. Please make sure to fill in the	[Required] fields.			
Rock No		[required] helder			
Applicant informat	ion				
					T
Password [Required]	Note) Password must consist of 8 to 16 single-byte alpha A password is required to log in to "MyPage." Please kee In case you are applying for more than one department/	anumeric characters. p your password in a sa major, please use a resp	fe place. Dective password for each	application.	
	Last name : Example)立教 F	irst name :	Example)大介		
Name (Chinese character) [Required]	Please use the letters that are included in the JIS Kanji L If you run out of space, you may need to omit your mide alphabetic characters.	evel 1 and 2 Sets. dle name.If your name is	not written in Chinese ch	aracters, please enter it in	5
Name (katakana) [Required]	Last name : Example)/J/#a9 F If your name is not written in katakana, please enter it ir If you run out of space, you may need to omit your mide	irst name : n alphabetic characters. Ile name.	Example)ኝ* 1λን		
Name in alphabet [Required]		Example) (First Nar	ne) DAISUKE (Middle Na	me) PAUL (Last Name) RIKKYO	-
Sex [Required]	Oman Owoman				
Date of Birth [Required]	Year Month Day	4	lge as of April 1, 2021). lge as of September 20, 2	021).	
		Nationality			
Nationality		Other :			
	Ful	l Mailing Address			
Current area of	■ ⊖In Japan				Euff (
residence [Required]	Outside Japan *The admission letter will be sent to this address.		Current area of residence	○In Japan	1011
Post number :	Search Address Mailing ad clicking the "Search Address" button.	ddresses with Japanese	Postal Code [Required]	*Diase use cingle-byte alphanumeric characte	arc
[readon cor]	Example) 171-8501 ※Lower case number with hyphen		State/	These use single byte aphanamene characte	
Prefecture : [Required]			Province/Region [Required]	*Please use single-byte alphanumeric characte	ers.
City and Ward : [Required]	ku	Example) Nis	Address/Street/City [Required]	*Please use single-byte alphanumeric characte	ers.
Street number : [Required]		Example) 3-3	Country (Required)		•
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.		and enter the			
Home Phone [Either this or a mobile phone is required]	*Lower case number with hyphen				
	Mobile Phone Number				1

2 Personal Details-3

	Email Address
Email Address	*Please set your mobile phone to allow messages from the domain "rikkyo.ac.jp" in case of any restrictions.
[Required]	*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 Mail Submit Test Click the "Mail Submit Test" button and make sure you have received the email from Rikkyo online application system

Your face photograph

ファイルを選択 598101.jpg Q Q 🔦 A A Save Close



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 previouely as a school that you were pre

Enrollment at Rikkyo University [Required]		Enrollment at Rikkyo University:	
Student ID Number (University)	Student ID number if currently or previous enrolled in Rikkyo	"Graduated from/completed program(s) at Rikkyo", "Withdrew/dismissed from Rikkyo"	
Student ID Number (Graduate School)	Student ID number if currently or previous enrolled in Rikkyo	*If you are /were a credited auditor or special international student, select "No".	1 C

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
	Name of Undergraduate School Department/Course of Study
l lask as units of	Country V Other:
[Required]	Degree (expected to be) obtained Date of (expected) completion V Year V Month
	Entrance Date v Year v Month Enrollment category Craduation Date
	Year Month Enrollment category Select "Enrolled"
	University Select "Graduated" or "Expected to Graduate"
	Name or Undergraduate School Department/course of Study
University②	University ² :
	For the applicants who Date of (expected) completion Vear Month
	have earned double
l	"Master" / "Doctor" /
	Year Image: Wonth Enrollment category Image: Wonth Enrollment category Image: Wonth Enrollment category
	University
	Graduate school name Major Course name
Graduata School	
Please enter any	Country V Other:
graduate schools attended, if applicable.	Degree (expected to be) obtained Date of (expected) completion V Year V Month
	Entrance Date Vear Vear 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	l 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 Y Graduate School of Business Administration Graduate School of Social Design Studies Graduate School of Artificial Intelligence and Science Check "Graduate Communication Oraduate Japan (including double-degree program) Intercultural Applicants Admissions category 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)		
Education- Academic History#2 Secondary education (junior high school) [Required]	*In case of any school transfers, please Select "Graduated" "Notes on Educational Background." Name of the school Location (Country) : Period attended (from)		
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 slauhes 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) v Year Month Enrollment category v Period attended (to) v Year v Month Enrollment category v		
Education- Academic History#4 Other	*In case of any school transfers, please enter the names of all the schools using slaches and list the dates of entry and graduation at the school you transferred to by providing details in the section "Note: on Educational Background." Name of the school Location (Country) : Period attended (from) Vear Month Enrollment category V Period attended (to) Vear Vear Month Enrollment category V		
Education- Academic History#5 Other	*In case of any school transfers, please enter the names of all the schools using slaches and list the dates of entry and graduation at the school you transferred to by providing details in the section "Note: on Educational Background." Name of the school Location (Country) : Period attended (from) v Year Month Enrollment category v Period attended (to)		
	*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) OOElementary 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			

2 Personal Details-6

Work Experiences, Licenses and Qualifications

Additional information

Next

Back

Work Experiences, Licenses and Qualifications:

list

- Enter your work history in the order of newest.

- Check "Yes" and the entry field is displayed.

- You can enter up to 6.

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 Busin any practical activities related to social issues.

Work experience [Required]		"Permanent employee",
Current occupation		"Contract employee · Full-time",
	Name of the organization	"Others"
Work experience#1 [Required]	Type of work	2
	Work period Year Month Year Year In case you are currently employed, enter	Month r the information as of the time of application.
Notes on work experiences,		
licenses and qualifications		
		*Optional
		Research and Academic Achievements:
Research and Acad	lemic Achievements (authorships, publications and presentations)	You can enter up to 6.
Please enter detail complete this section	s of any research or academic achievements. If you have no rese on.	arch or academic achievements, you do not need to
	Month and year Year Month	
1	Content 100 characters	

③Confirmation

Confirmat	Confirmation of application information				
Please confirm	the following and click	the "Next" button.			
	Next				
	Examination selec	ted			
	Conducts asheed a				
	ame	Graduate school name: Graduate School of Intercultural Communication			
	Department · Majo	Major: Intercultural Communication			
	r	Course name: No			
	Master/Doctor	Master/Doctor: Master (Spring Exam) : April enrollment			
	Admission Category: TESOL-J (Applicants residing outside of Japan)				
	To Change of pe	rsonal information < Return to the previous page			
	Applicant information				
	A password is requ	ired to log in to "MyPage." Be sure to keep your password in a safe place.			
	Password				
	Name (Chinese character) Last name : Ibunka First name : Hanako				
_					
	To Change of persor	al information Return to the previous page			
_					
	Next Confirm your entry and click the "Next" button				

(4)Payment



⑤Completed

① Applic Categ	cation	Personal Details Confirmation A Payment Completed Completed		
Your appl	ication has been registe	red.		
Thank you for Your ap Please click on If you forget to	registering your application in polication has no "Complete Application Registr o mail or upload the document	formation. <u>ot been completed yet</u> . ation" and follow the entrance examination guidelines to either mail the application documents or upload them via "MyPage." s, 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)		
		Access My Page		
۲ ر	Your application h Confirm the follow	as not been completed yet. ing page for how to upload your application documents.		

Step2 Upload Application Documents

(1)Mypage (Home) 立教大学WEB出版シ マイページ・ログイン Mypage · Login ログイン Login Applicant information イブドンカー パナコ Email address Date of birth Application History line applicatic number 5502162447 2021/10/28 Application Examination Graduate School of Intercultural Communication Intercultural Communication No Master (Spring Exam) : April enrollment TESOL-J (Applicants residing outside of Japan) ou're applying fo Payment status Paid 2021/10/28 18:23:49 Application ocument formation Application document format lease download the forms required for application from the links above Examination admission ticket This button will be available after the ticket is issued. Application envelope cover Application form Display/Print Research Proposal (cover) These documents are not required to be submitted. Curriculum vitae Copy for the applicant Face Photograph Registration and change of the photograph of your face 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 examinat ot require uploading the application documents do not need to File upload go through the upload procedure. 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 \rightarrow Click [Upload] \rightarrow Click [Confirm] to submit the file \rightarrow 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	Application documents for all graduate school in
Upload3	File : Choose File No file chosen	Rikkyo are displayed. As for the application documents required for Graduate School of Intercultural Communication,
	53	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		
	05089	51461_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			