

“Application Documents” section of this document. If the official score report is not submitted by the application deadline, your application will not be accepted.

2) Eligibility for the Entrance Examination for General Admission

Applicable to both April and September Enrollment:

Persons who satisfy the eligibility requirements for the Doctoral Program (see “Eligibility,” P. 2, P. 3 for details).

3. Application Procedures

1) Application Procedures

For the application, follow the instructions below

1. Access the Rikkyo Web Application System from the following website and complete all forms online.
https://guidelines.rikkyo.ac.jp/daigakuin2026/splt_cob/
2. Pay the application fee to complete the application through the Web Application System.
3. Upload all documents on “My Page” of the Web Application System by the deadline.

Application Period	Wednesday January 7 (0:00:00 a.m. Japanese Standard Time) to Tuesday January 13 (11:59:59 p.m. Japanese Standard Time), 2026
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[Notes on Application Procedure]

- (1) Session will time out automatically 180 minutes after you start entering information. Since data cannot be stored temporarily, please refer to the “User Manual” first to prepare the necessary information to enter.
- (2) **Completing the web application system alone is not sufficient to finalize your application. Upload all documents on “My Page” of the Web Application System by the deadline.**
- (3) **Applications will not be accepted if the required documents are not uploaded by the deadline.**
- (4) **Applicants who require special accommodations for the entrance examination due to illness, injury, or significant physical disabilities** must contact the Course Admissions Officer, College Administration Office of the Graduate School of Business, (E-mail: keiei-daigakuin@rikkyo.ac.jp) **by 5:00 p.m. on Wednesday, November 12, 2025**, prior to application submission, and submit a “Request Form for Special Examination Accommodations.” Please note that, depending on the nature of the disability, it may be practically impossible to complete the curriculum in certain graduate schools or programs. Therefore, please also consult with the office regarding this matter.
- (5) Inquiries regarding the application process should be directed to the Course Admissions Officer, College Administration Office of the Graduate School of Business.
- (6) If any false information or omissions are found in the application documents, admission or enrollment may be revoked.

2) Items to be Entered into the Web Application System and Required Application Documents

1. During the online application period, please access the Web Application System via the following website and enter the required information. Be sure to refer to the “User Manual” when completing your application.

https://guidelines.rikkyo.ac.jp/daigakuin2026/splt_cob/

	Items	Contents
1	Select Examination	Follow the instructions on the Web Application System screen and the “User Manual” to enter the required information.
2	Register Personal Information (includes upload of pictures)	Follow the instructions on the Web Application System screen and the “User Manual” to enter the required information. Upload a photo taken within the last three months (prior to your application). The photo must show your upper body, without a hat, facing forward, with no background, and your face must be clearly visible. Both black-and-white and color photos are acceptable. You will be required to crop or adjust the image to the specified aspect ratio of 4:3 (height: width) at the time of upload. Acceptable image file specifications are as follows: • File format: JPEG (JPG), PNG • File size: Up to 5MB • Minimum resolution: 160 pixels (height) × 120 pixels (width) Unacceptable photos include: • Blurry or unclear images • Cropped images from casual snapshots • Photos where facial features are obscured (e.g., hair covering the eyes, etc.)
3	Pay Application Fee	To pay the application fee, refer to P.9, “3) Application Fee,” and follow the instructions on the Web Application System screen and the “User Manual”.

2. Once the examination fee has been paid and all required information has been entered into the Web Application System, your “My Page” will be created. Follow the instructions in the table below and **upload all required application documents via the file upload page on your “My Page” by the specified deadline. Applications will not be accepted if all required documents are not uploaded by the deadline.**

- The maximum file size is 8MB.
- **When uploading documents, be sure to select the designated file name from the dropdown list as indicated in the table below.**
- **Please prepare all application documents in PDF format.**
- **Please scan the original certificates in color.**
- **When submitting multiple certificates (including translations), please submit them as one PDF file.**

	Application Document	Instructions	Upload File Name
1	Official University Transcripts (Certificates of Grades and Credits:Both Undergraduate and Graduate)	The original certificate for undergraduate and graduate master's programs issued by the university from which you graduated. ※No submission is required for those who graduated or are due to graduate from Rikkyo University. ※If you have attended multiple universities/graduate schools, please submit certificates from all institutions. ※Copies are acceptable only if they are officially certified by the issuing university with an official stamp. ※Certificates written in languages other than Japanese or English require an official translation (translated into Japanese or English by a third party such as a national institution or a translation company).	Certificate of Grades and Credits
2	Master's Program Certificate of Graduation (expected graduation)	The original certificate for the graduate master's programs issued by the university from which you graduated. ※No submission is required for those who graduated or are due to graduate from Rikkyo University. ※If you have attended multiple universities/graduate schools, please submit certificates from all institutions. ※Copies are acceptable only if they are officially certified by the issuing university with an official stamp. ※Certificates written in languages other than Japanese or English require an official translation (translated into Japanese or English by a third party such as a national institution or a translation company).	Certificate of Graduation (expected graduation) for Master's Degree
3	Research Proposal	Your research proposal should include detailed descriptions of the following: ● Your name ● Preferred supervising faculty (1st and 2nd choice) ● Research theme/topic ● Research objectives ● Your academic background and learning history ● Research approach and methodology ● Anticipated research outcomes and contributions Note: Admission does not confirm supervision by the faculty members specified in your research proposal.	Research Proposal
4	Supporting Materials (Master's thesis, etc.)	a. Master's thesis (copies acceptable) or equivalent materials ※If your master's thesis or other materials are written in languages other than Japanese or English, please attach a translation.	Master's Thesis

		b. Other published works, papers, conference presentation abstracts, etc. ※ <u>Submission is optional.</u> ※ If other achievements/publications are written in languages other than Japanese or English, please attach a translation. ※ If combining multiple achievements into one file exceeds 8MB, please either scan in black and white or split the materials into multiple files (each under 8MB) and upload each file separately under “Other Achievements”.	Other Achievements
5	Certificate of English Proficiency	Test scores from any of the following: < TOEFL iBT® Test > Test scores from examinations taken on or after January 14, 2024 ※ Please enter the score and test date in the “Score” and “Test Date” fields under English Eligibility > TOEFL iBT in the web application system, and <u>upload the Test Taker Score Report downloaded (printed) from your ETS account personal page.</u> ※ <u>TOEFL iBT® Home Edition is not accepted.</u> < TOEIC® Listening & Reading Test > Test scores from examinations taken on or after January 14, 2024 ※ Please enter the score and test date in the “Score” and “Test Date” fields under English Eligibility > TOEIC L&R in the web application system, and <u>upload the Official Score Certificate/Digital Official Score Certificate.</u> Additionally, when submitting scores from a TOEIC L&R test administered in Japan, the submission of a Digital Official Score Certificate is required. ※ For current students of Rikkyo University only: IP test scores from tests administered by Rikkyo University on or after January 14, 2024 are also acceptable (including online IP tests). Please enter the score and test date in the “Score” and “Test Date” fields under English Eligibility > TOEIC Rikkyo-administered, and upload the Institutional Program (IP) Score Report or Institutional Program (IP) Online Test Result. ※ <u>IP tests administered by other institutions are not accepted.</u> < IELTS (Academic Module) > Test scores from examinations taken on or after January 14, 2024 ※ Please enter the score and test date in the “Score” and “Test Date” fields under English Eligibility > IELTS (Academic Module) in the web application system, and <u>upload the Test Report Form.</u> ※ IELTS on Computer (IoC) is also accepted. ※ <u>IELTS Online is not accepted.</u> ※ Combining individual skill scores from different test sessions/dates is not permitted. < Exemptions > ※ <u>Students who have completed (or expect to complete) the Master of International Business Program at Rikkyo University's Graduate School of Business are exempt from this requirement.</u> ※ Applicants who have obtained a degree (bachelor's or master's) taught in English are exempt from submitting certificates of English proficiency. Applicants seeking this exemption are required to submit documentation proving that their degree was obtained through English-medium instruction.	Certificate of English Qualification/ Certification Examination

6	Certificate of Withdrawal (Only those who withdrew from Rikkyo University)	Former students who withdrew from Rikkyo University (including graduate programs) and are reapplying will receive a 50% reduction in admission fees. Please submit your withdrawal certificate to receive this reduction, which is only valid if submitted during the application period. The certificate will be used exclusively for enrollment verification purposes. ※For graduates (and prospective graduates) of Rikkyo University's undergraduate programs, the admission fee will be reduced to half upon entering information in the academic history section of the web application system. For graduates (and prospective graduates) of Rikkyo University's master's programs, no admission fee is required upon entering information in the academic history section of the web application system.	Certificate of Withdrawal (only for those withdrawing from Rikkyo University)
7	Certificate of Family Register Extract, etc. (applicable persons only)	Please refer to Application Document Guidelines Note 2	Certificate of Family Register

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【Application Document Guidelines】

1. All certificates and submitted documents must be in Japanese or English only. If certificates are written in languages other than Japanese or English, please attach an official translation (prepared by a third party, such as a government agency or translation company, and translated into either Japanese or English). If materials (such as a master's thesis) are written in languages other than Japanese or English, please attach a translation.
2. If the name on your certificates differs from your current name, please submit one copy of an official document proving the name change (such as a family register extract). The submitted documents will be used solely for identity verification and for no other purposes. Students who wish to use their maiden name, common name, or name based on the alternative name system after enrollment may do so with permission upon application. Please refer to the "Enrollment Procedure Guide" available after acceptance for details.
3. Additional documents may be requested to verify the names on submitted materials.
4. **Accepted applicants must submit the original documents of certificates uploaded during the application along with their enrollment procedure documents (submission deadline: April enrollment – Friday March 13 / September enrollment - Friday May 29). Please keep the originals until then.** Please refer to the instructions enclosed with your acceptance notification for detailed submission procedures. Failure to submit originals by the deadline may result in the denial of enrollment. Application fees will not be refunded even if enrollment is denied.
5. Any forgery, falsification, plagiarism, or other misrepresentation in application documents will be considered academic misconduct. If an applicant is found to have engaged in such misconduct, the following actions will be taken (the application fee will not be refunded). Depending on the circumstances, the University may take further action, such as filing a report with the police.

- The applicant will be barred from taking any of the University's entrance examinations for the current academic year.

- All results from the University's entrance examinations for the current academic year will be invalidated. Furthermore, if any such misconduct is discovered after enrollment, admission may be revoked. In such cases, the admission fee, tuition, and any other fees paid will not be refunded.

3) Application Fee

Application Fee 35,000 yen

1. Pay the application fee through the Web Application System. You must pay by Credit Card (VISA/MASTER/JCB/AMEX/DINERS).
2. The payment period is from **Wednesday January 7, 2026 (0:00:00 a.m. Japanese Standard Time) to Tuesday January 13, 2026 (11:59:59 p.m. Japanese Standard Time)**. Please note that procedures cannot be completed after the payment deadline.
3. Pay an online service fee of 1,500 yen in addition to the application fee.
4. After payment is completed, we will send you an email confirmation. Please keep this as proof of payment.

[Notes on Application Fee]

1. The payment of the application fee is made only through the Web Application System.
*We do not accept cash, money orders, overseas remittances, etc.
2. The application fee is non-refundable except when you fall under the following.

The application fee can be refunded in any of the following cases:

- a. You paid the application fee but did not submit the application documents after payment.
- b. You paid the application fee and submitted the application documents, but your application was not accepted.
- c. You paid the application fee twice or overpaid.

Refund Procedure:

No procedure is required for the refund of the Application fee. An instruction regarding the refund will be sent to the email address registered in the Web Application System for those eligible for a refund.

4) Issuance of Examination Admission Ticket

For applicants who have completed the application procedure, an “Admission Ticket” will be issued on the “My Page” section of the web application system 14 days (or later following administration procedures) after the application deadline.

The admission ticket will be issued when your application is accepted. Please be sure to download it and be prepared to present it on the day of the entrance examination. Please keep it safe as it will be required on the examination day, for result announcements, and for enrollment procedures.