

User Manual for Rikkyo Web Application System(Graduate School of Business)

Note:

The Web Application System allows you to complete the entry procedures at any time during the application period. **However, the session will be timed out automatically within 180 minutes after you start entering the information into the system (requiring re-entry).** 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 Examination Guidelines first to prepare the information you need to enter.

STEP1:Registration of Application Information

Within 180 min from
the start of
entering.

① Application Category(Selection of Examination)

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

Japanese/English

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

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.

Next

Selection of examination

Name of Graduate School [Required]	Name of Graduate School: Graduate School of Business
Major · Course [Required]	Major: Business Course name: MB
Master/Doctor [Required]	Master Doctor: Doctor(Spring Exam) : September enrollment
Admission Category [Required]	Admission Category: General

Please select the following.

Name of Graduate School : Graduate School of Business
Major : Business
Course Name : MB
Master Doctor: Doctor(Spring Exam): April or September enrollment
Admission Category : General

STEP1:Registration of Application Information

Within 180 min from
the start of
entering.

① Application Category(English Qualification)

Enter your latest English qualification

Please make sure to fill this in if you are going to take the examination in the "examination category" of the graduate school for which the submission of a certificate is required in the application documents. (You do not need to fill it in if you take the examination in the "examination category" without the instructions in the Entrance Exam Guidelines.)

TOEFL iBT	Score: <input type="text"/> Exam Date : <input type="text"/> year <input type="text"/> month <input type="text"/> day
TOEIC L&R	Score: <input type="text"/> Exam Date : <input type="text"/> year <input type="text"/> month <input type="text"/> day
IELTS (AcademicModule)	Score: <input type="text"/> Exam Date : <input type="text"/> year <input type="text"/> month <input type="text"/> day
TOEIC conducted at Rikkyo	Score: <input type="text"/> Exam Date : <input type="text"/> year <input type="text"/> month <input type="text"/> day
Other test	Score: <input type="text"/> Exam Date : <input type="text"/> year <input type="text"/> month <input type="text"/> day

Please enter your score and test date according to the instructions in the Entrance Exam Guidelines.
* Please check the Entrance Exam Guidelines for the valid test dates.

GMAT or GRE Score

GMAT or GRE scores are not required.

Please make sure to fill this in if you are going to take the examination in the "examination category" of the graduate school for which the submission of a certificate is required in the application documents. (You do not need to fill it in if you take the examination in the "examination category" without the instructions in the Entrance Exam Guidelines.)

GMAT	Score: <input type="text"/> Exam Date : <input type="text"/> year <input type="text"/> month <input type="text"/> day
GRE	GRE Verbal Score: <input type="text"/> GRE Quantitative Score: <input type="text"/> GRE Analytical Writing Score: <input type="text"/> Exam Date : <input type="text"/> year <input type="text"/> month <input type="text"/> day

Next

STEP1:Registration of Application Information

**Within 180 min from
the start of
entering.**

①Application Category(Confirmation of the Selection of Examination)

立教大学 WEB 出願システム
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[Japanese/English](#)

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

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 Business
Major - Course	Major: Business Course name: MB
Master/Doctor	Master/Doctor: Doctor(Spring Exam) : September enrollment
Admission Category	Admission Category: General

Enter your latest English qualification

TOEFL IBT	Score: Exam Date :
TOEIC L&R	Score: 800 Exam Date : <input type="text"/> year <input type="text"/> month <input type="text"/> day
IELTS (AcademicModule)	Score: Exam Date :
TOEIC conducted at Rikkyo	Score: Exam Date :
Other test	Score: Exam Date : year month day

GMAT or GRE Score

GMAT	Score: Exam Date :
GRE	GRE Verbal Score: GRE Quantitative Score: GRE Analytical Writing Score: Exam Date :

Confirm your entry and click the "Next" button.

STEP1:Registration of Application Information

**Within 180 min from
the start of
entering.**

② Personal Details(Privacy Policy)

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

Japanese/English



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 personal information (including the request for the disclosure of personal information to third parties for the payment of my application) and I desire to hereby submit my application.

Back Next

Check the box and click the "Next" button.

STEP1:Registration of Application Information

Within 180 min from
the start of
entering.

② Personal Details(Registraion of Personal Infomation)

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

Registration of Personal Information

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

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Applicant information

Password [Required]	<input type="password"/> 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 : <input type="text"/> Example)立教 First name : <input type="text"/> Example)文介 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 : <input type="text"/> Example)リキョウ First name : <input type="text"/> Example)ブンケイ 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 alphabetic [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, <input type="text"/>). Year <input type="text"/> Month <input type="text"/> Day <input type="text"/> (Age as of September 20, <input type="text"/>).
Nationality [Required]	<input type="text"/> Other : <input type="text"/>
Full Mailing Address	
Current area of residence [Required]	<input type="radio"/> In Japan <input type="radio"/> Outside Japan *The admission letter will be sent to this address.
Post number : [Required]	<input type="text"/> Example) 171-8501 *Lower case number with hyphen
Prefecture : [Required]	<input type="text"/>
City and Ward : [Required]	<input type="text"/> Example) Nishi-Ikebukuro, Toshima-ku
Street number : [Required]	<input type="text"/> Example) 3-34-1
Apartment : [Required]	<input type="text"/> 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]	<input type="text"/> *Lower case number with hyphen
Mobile Phone Number [Either this or home phone is required]	<input type="text"/> *Lower case number with hyphen
Email Address	
Email Address [Required]	*Please set your mobile phone to allow messages from the domain "lentryml.jp" in case of any restrictions. <input type="text"/> *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]	<input type="text"/> *Please use single-byte alphanumeric characters. <input type="button" value="Mail Submit Test"/> Please be sure to click the button to test the email transmission. You will not be able to proceed without testing.

Notes for Foreign Nationals:
-Residents in Japan:
Please enter your name as listed on your Certificate of Residence.
-Residents outside Japan (or those without a Certificate of Residence):
Please enter your name as listed on your passport.

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

STEP1:Registration of Application Information

Within 180 min from the start of entering.

② Personal Details(Photograph)

Your face photograph


The following image file can be uploaded:

- File Format : JPEG(JPG), PNG
- File Size : 5MB Within
- Length 160px More than
- Size 120px More than

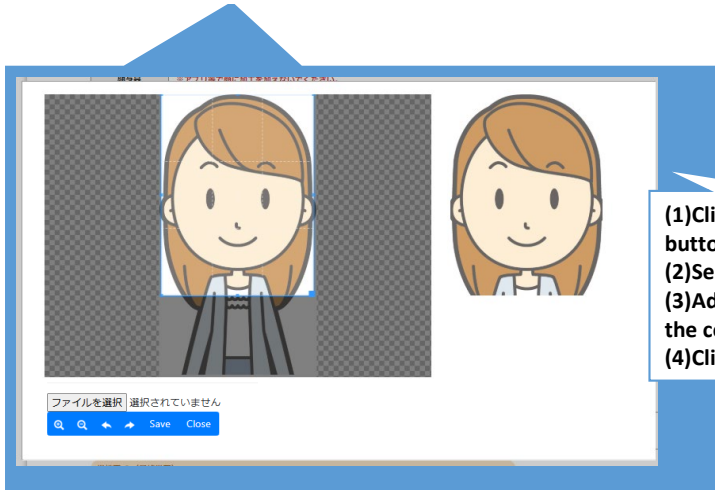
You need to crop and save your image file to an aspect ratio of 4:3 before you can upload it.

*** 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
[Required]



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

STEP1:Registration of Application Information

Within 180 min from
the start of
entering.

② Personal Details (Educational Background 1,2)

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 <small>[Required]</small>	<input type="text"/>	Enrollment at Rikkyo University: "No", "Currently enrolled", "Graduated from/completed program(s) at Rikkyo", "Withdrew/dismisssed from Rikkyo". *If you are /were a credited auditor or special international student, select "No".
Student ID Number (University)	<input type="text"/> <small>Student ID number if currently or previous</small>	
Student ID Number (Graduate School)	<input type="text"/> <small>Student ID number if currently or previous</small>	Please list only the institutions where you were enrolled as a degree-seeking student. Do not include periods of enrollment as an auditor, non-degree student, research student, or exchange student.

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
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

University 2

University
Name of Undergraduate School Department
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

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

University 2
For the applicants who have earned double degree.

Please enter the information exactly as it appears on the certificate.

Select "Enrolled".

Select "Graduated" or "Expected to Graduate".

Select "Master" / "Doctor" / "Professional Graduate".

Select "Enrolled".

Select "Completed" or "Expected to Complete."

STEP1:Registration of Application Information

Within 180 min from the start of entering.

②Personal Details(Educational Background 3)

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

Applicant category [Required]	<p>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)."</p> <p><input type="radio"/>Graduate School of Tourism <input 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</p>
Notes on Education Background	<p>*If you have had any transfers or withdrawals from the schools you attended, please list the names and entry/transfer dates for each school.</p> <p>Example) ○○Elementary School, entered April XX, transferred March XX, ▲▲Elementary School, entered April XX, graduated March XX (in case of withdrawal, ●●School, withdrew XX)</p> <p><u>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.</u></p> <p>Enter within 400 characters</p> <p>Educational history up to high school is not required.</p>

STEP1:Registration of Application Information

Within 180 min from the start of entering.

② Personal Details

(Work Experience, Licenses and Qualifications, Research and Academic Achievements)

Work Experiences, Licenses and Qualifications

Applicants to the Graduate School of Business Administration and Graduate School of Social Design Studies should select "None."
Please list your previous work experiences starting from the most recent positions held.

*Applicants to the Graduate School of Arts, Graduate School of Community and Human Services, Graduate School of Sport and Wellness, Graduate School of Business Administration and Graduate School of Social Design Studies can list any practical activities related to social issues.

Work experience [Required]	<input checked="" type="radio"/> Yes <input type="radio"/> No	Select "Yes" or "No". If you select "Yes," please enter information regarding your work history, starting with your "Current Occupation".
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 <small>In case you are currently employed, enter the information as of the time of application.</small>	
Work experience#2	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	Please select from the following options. "Permanenteemployee", "Contract employee · Full-time", "Contract employee · Part-time", "Others"
Notes on work experiences, licenses and qualifications	Enter within 600 characters	

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 <input type="text"/> Content Enter within 100 characters	
2	Month and year <input type="text"/> Year <input type="text"/> Month <input type="text"/> Content	
Additional information	Enter within 600 characters	

Confirm your entry and click the "Next" button.

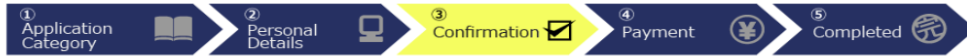
STEP1:Registration of Application Information

**Within 180 min from
the start of
entering.**

③ Confirmation

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

Japanese/English



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 Business
Department · Major	Major: Business Course name: MB
Master/Doctor	Master/Doctor: Doctor(Spring Exam) : September enrollment
Admission Category	Admission Category: General

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		
Name (Chinese character)	Last name : Rikkyo	First name : English
Name (katakana)	Last name : Rikkyo	First name : English
Name in alphabet	English Rikkyo	
Sex	woman	
Date of Birth	1971 Year 07 Month 17 Day	54years old (Age as of April 1,). 55years old (Age as of September 20,).
Nationality		
Country	Japan	

Research Proposal

Examination Information

To Change of personal information

Return to the previous page.

Next

Confirm your entry and click the "Next" button.

STEP2:Payment of the Application Fee

Within 180 min from the start of entering.

④ Payment

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

Japanese/English



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 (4桁の0-9を入力してください)

セキュリティコードとは
クレジットカード裏面の番号欄の上に記載されておぼろげな数字の
番号が暗号化されます。
(154 967 は記載されている場合はセキュリティコードにはなりません)
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
クレジットカード裏面のカード番号上側に記載されたおぼろげな4桁の数字が暗号化
されます。
ご不明な場合は、お持ちのクレジットカード会社に問い合わせ下さい。
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.

キャンセル Cancel **次へ Next**

使用可能なカードブランド一覧
VISA MasterCard JCB American Express Diners Club

Confirm the Examination Guidelines for acceptable credit cards.

支払い内容の確認 / Payment Confirmation

下記内容で暗号化されます。
内容をご確認の上、よろしければ購入ボタンを押してください。
Your payment details are listed as below.
Please review them before you press the "purchase" button.

お支払い方法 Payment method	クレジット Credit card
商品名 Payment Details	入学選考料 Application fee
ご購入金額 Payment amount	¥35,000

戻る Back キャンセル Cancel **購入 Purchase**

支払いの完了 / Payment Completed

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

戻る Back

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

STEP2:Payment of the Application Fee

**Within 180 min from
the start of
entering.**

⑤ Completed

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

[Japanese/English](#)

① Application Category → ② Personal Details → ③ Confirmation → ④ Payment → 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	5339789562 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	11/05 15:37:34 (Settled)

[Access My Page](#)

**Your application has not been completed yet, even though the registration of your application information is finished.
Please check "My Page" to upload your application documents.
If the application documents are not uploaded within the deadline, your application will not be accepted.**

STEP3: Upload Application Documents

Within the application period

Mypage (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

ログイン
Login

立教大学
RIKKYO UNIVERSITY

Applicant information

Name in katakana	Rikkyo English
Email address	<input type="text"/>
Date of birth	1971 Year 07 Month 17 Day <input type="text"/> years old (Age as of April 1, <input type="text"/>).

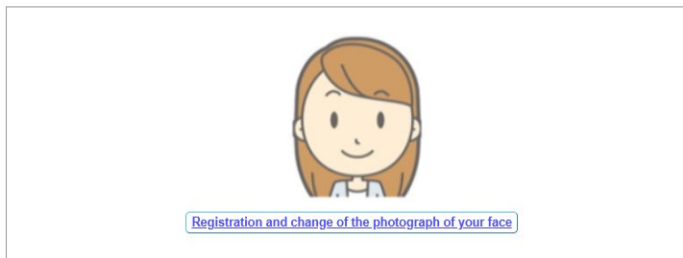
Application History

Online application number	5339789562
Date of Application	<input type="text"/> /11/05
Examination you're applying for	Graduate School of Business Business MB Doctor(Spring Exam) : September enrollment General
Payment status	Paid <input type="text"/> /11/05 15:37:01
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.

All 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.

[File upload](#)
Click here to upload application documents.

STEP3: Upload Application Documents

Within the application period

Mypage (File Upload)

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

マイページ(MyPage)

Home > 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.

The screenshot shows a list of document types for selection. The 'Upload' button is highlighted in red. A callout box points to the 'Upload' button and the 'ファイルを選択' (Select File) button, stating: "To upload documents, please select an item from the pull-down menu indicated below, click the 'Select File(ファイルを選択)' button to choose your file, and then press the 'Upload' button."

Upload	File
Upload1	File : [Choose file] [Upload]
Upload2	File : [Choose file]
Upload3	File : [Choose file]
Upload4	File : [Choose file]
Upload5	File : [Choose file]
Upload6	File : [Choose file]
Upload7	File : [Choose file]
Upload8	File : [Choose file]

Document types in the pull-down menu (circled in red):

- Answer Sheet or Pre-assignment
- Research Proposal
- Certificate of Grades and Credits
- CHSI
- Certificate of Graduation (expected graduation) for Bachelor Degree
- 学士号 (B A等) 取得 (見込) 証明書
- CDGDC
- Certificate of English Qualification, Certification Examination
- Certificate of Proficiency in Japanese
- 在職証明書・派遣証明書・職務経歴書
- Letter of Recommendation
- パスポート・住民票・住民票記載事項証明書
- Essay Question
- 研究業績一覧
- Presentation
- Activity Report
- 卒業論文またはそれに準ずる論文の概要
- Statement of Purpose
- Written Project Plan
- Certificate of Graduation (expected graduation) for Master's Degree
- Summary of Master's Thesis
- Master's Thesis
- Other Achievements
- Notification Form Regarding Language and Dictionary Used for Answering
- Certificate of Family Register
- Certificate of Withdrawal (only for those withdrawing from Rikkyo University)
- Application Form for MPMA and MSDA

The screenshot shows the 'Confirm' button highlighted in red. The file name is 'Certificate of Grades and Credits'.

The screenshot shows a confirmation dialog box with the text: "ientrysec.jp の内容 You will not be able to make any revisions from now on - OK?". The 'OK' button is highlighted in red.

*Note: Documents with the status "Upload Complete" cannot be corrected. Please check your documents carefully before uploading.

The screenshot shows the 'Status: Upload Complete' highlighted in red. The file name is 'Certificate of Grades and Credits'.

Submission is complete once you press the "Confirm" button and the status display "Upload Complete".

After uploading the files, please be sure to verify that the status is "Upload Complete". Your application will not be accepted if all application documents are not submitted within the application period.