
Rikkyo University

Graduate School Entrance Examination Guidelines

Graduate School of Business (Spring Examination) Doctoral Program

For April 2027 or September 2027 Enrollment

Contact Information

Graduate School of Business
College Administration Office, Section 4
Rikkyo University
Mail: keiei-daigakuin@rikkyo.ac.jp

Office Hours:

Weekdays 9:00 a.m. - 5:00 p.m., Saturdays 9:00 a.m. - 12:30 p.m.

Summer Recess (August 1, 2026 – September 19, 2026):

The office will be closed on Saturdays, Sundays, National Holidays, and from August 12th to August 20th.

Winter Recess:

The office will be closed from Thursday December 24th 2026 to Wednesday January 6th 2027.

*It may take some time to answer, so please make inquiries well in advance.

*All dates and times specified in these Entrance Examination Guidelines are in Japan Standard Time (JST).

Educational and Research Purposes and Admissions Policy of the Graduate School of Business, Rikkyo University

Educational and Research Purposes

The Graduate School of Business pursues advanced research in business built upon general and specialist education at the undergraduate level, cultivates character in the spirit of Christianity, and contributes to cultural advancement.

The following is our policy for accepting students for this purpose.

Admissions Policy

Doctoral Program

We seek students who possess advanced expertise in business as well as proficiency in foreign-language based academic literature—normally acquired in a master’s program—together with the scholarly motivation and personal integrity appropriate for researchers.

Handling of Personal Information

Name, addresses, and other personal information provided in the application and admission procedures shall be used only for the purposes of (1) conducting the entrance examination (application processing and examination), (2) announcement of final results, (3) admission procedures, and other matters incidental thereto. In doing so, we will conduct necessary and appropriate management to ensure that the personal information is not leaked, released, or illegally used.

The above operations may be performed in whole or in part by a company entrusted with such operations by Rikkyo University (hereinafter referred to as the “Contractor”). In such cases, we may provide the Contractor with all or part of the personal information you have provided. Any outsourcing contract used includes confidentiality clauses, requires the contractor to strictly control information, and prevents the contractor from using the information for purposes other than the contractual terms.

In addition, personal information may be processed statistically so that individuals cannot be identified. Such information will be used as data for surveys and research on trends in graduate school enrolments and of applicants at Rikkyo University.

A portion of enrollees’ personal information and test results may be registered in the university’s student information database to use for student consultation and guidance after enrollment. We appreciate your understanding in advance.

For more information about Rikkyo Educational Corporation’s Privacy Policy, please visit: <https://rec.rikkyo.ac.jp/privacypolicy/>

Special Measures for Examinees in Areas Affected by Large-Scale Natural Disasters

Rikkyo University has a financial assistance program for examinees affected by large-scale natural disasters. Please refer to <https://www.rikkyo.ac.jp/admissions/refund.html> (only available in Japanese) for details on this program.

*This is limited to areas where the Disaster Relief Act has been applied within one year of the day prior to the beginning of the enrollment period for the entrance examination for which the applicant has applied.

Important Notes Regarding Infectious Diseases Subject to Attendance Suspension under the School Health and Safety Act

If you have contracted an infectious disease for which attendance suspension is mandated under the School Health and Safety Act and have not yet fully recovered by the day of the examination, please refrain from taking the examination, as there is a risk of infecting other examinees, proctors, and staff. However, this restriction does not apply if a school physician or other medical professional has determined that there is no risk of transmission based on your symptoms. Please note that even if you absent yourself from the examination for the above reasons, no special measures such as makeup examinations will be provided, and the application fee will not be refunded.

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1. Number of Students to be Admitted and Examination Schedule, etc.

Only the "General Entrance Examination" is offered for the Graduate School of Business doctoral program.

1) Enrollment Period

The enrollment period is in April 2027 or September 2027. Please select your enrollment period in your application.

2) Application Period

Application Period	Friday, January 8 (0:00:00 a.m. Japanese Standard Time) to Thursday, January 14 (11:59:59 p.m. Japanese Standard Time), 2027
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3) Number of Students to be Admitted and Examination Schedule

Major	Number of students to be admitted	Examination Category	Examination Schedule	
			Oral Examination (Online)	Announcement of results
Business	5	General	Wednesday, February 17, 2027	Friday, February 26, 2027

Important Notes Regarding Number of Applicants and Examination Schedule

1. Admission is not guaranteed for all applicants, even if the number of candidates does not meet the enrollment capacity; selection will be based solely on examination performance.
2. Admission results will be announced on the university website (<http://www.rikkyo.ac.jp/admissions/results/>).
3. Information on enrollment procedures will be included in the Admission Letter sent to successful applicants. The enrollment procedure period is as follows. Please also refer to P. 14 for details about the Enrollment Procedures.

April Enrollment

From the date of results announcement through Friday, March 12, 2027

September Enrollment

First enrollment procedure period (payment of enrollment fees): **From the date of results announcement through Friday, March 12, 2027**

Second enrollment procedure period (submission of enrollment documents): **Thursday, April 1, 2027 through Monday, May 31, 2027**

2. Eligibility of Applicants

1) Eligibility of Applicants (Doctoral Program)

April Enrollment

All applicants must meet one of the following eligibility requirements:

1. Have been awarded or are due to be awarded a master's degree or a professional degree by **March 31, 2027** (School Education Act of Japan, Article 102, Paragraph 1).
2. Have been awarded or are due to be awarded a degree equivalent to a master's degree or a professional degree by a foreign institution by **March 31, 2027** (Regulation for Enforcement of the School Education Act, Article 156, Item 1).
3. While residing in Japan, have completed subjects offered through correspondence education by a foreign school and have been awarded or are due to be awarded by **March 31, 2027**, a degree equivalent to a master's degree or a professional degree (Regulation for Enforcement of the School Education Act, Article 156, Item 2).
4. While in Japan, have completed a program at an educational facility that is positioned under the foreign country's school-education system as having a graduate-school program, the facility being separately designated by the Minister of Education, Culture, Sports, Science and Technology, and has been awarded or due to be awarded by **March 31, 2027**, a degree equivalent to a master's degree or a professional degree (Regulation for Enforcement of the School Education Act, Article 156, Item 3).
5. Have completed a program of the United Nations University and have been awarded or are due to be awarded by **March 31, 2027**, a degree equivalent to a master's degree (Regulation for Enforcement of the School Education Act, Article 156, Item 4).
6. Have taken courses at a foreign school, an educational facility designated under Article 156, Item 3 of the Regulation for Enforcement of the School Education Act, or the United Nations University, have passed examinations and screening equivalent to those prescribed in Article 16-2 of the Standards for the Establishment of Graduate Schools, and are recognized as having academic ability equal to or higher than that of a master's-degree holder (Regulation for Enforcement of the School Education Act, Article 156, Item 5).
7. Have graduated from a university, have engaged in research for at least two years at a university, research institute, or the equivalent, and are recognized by Rikkyo University Graduate School as having academic ability equivalent to that of a master's degree holder (Ministry of Education Notification No. 118 of 1989).
8. Have been recognized by Rikkyo University Graduate School as having academic ability equal to or higher than that of a master's degree or professional degree holder and who will have reached the age of 24 years by **April 1, 2027** (Regulation for Enforcement of the School Education Act, Article 156, Item 7).

September Enrollment

1. Have been awarded or are due to be awarded a master's degree or a professional degree by **September 19, 2027** (School Education Act of Japan, Article 102, Paragraph 1).
2. Have been awarded or are due to be awarded a degree equivalent to a master's degree or a professional degree by a foreign institution by **September 19, 2027** (Regulation for Enforcement of the School Education Act, Article 156, Item 1).
3. While residing in Japan, have completed subjects offered through correspondence education by a foreign school and have been awarded or are due to be awarded by **September 19, 2027**, a degree equivalent to a master's degree or a professional degree (Regulation for Enforcement of the School Education Act, Article 156, Item 2).
4. While in Japan, have completed a program at an educational facility that is positioned under the foreign country's school-education system as having a graduate-school program, the facility being separately designated by the Minister of Education, Culture, Sports, Science and Technology, and has been awarded or are due to be awarded by **September 19, 2027**, a degree equivalent to a master's degree or a professional degree (Regulation for Enforcement of the School Education Act, Article 156, Item 3).
5. Have completed a program of the United Nations University and have been awarded or are due to be awarded by **September 19, 2027**, a degree equivalent to a master's degree (Regulation for Enforcement of the School Education Act, Article 156, Item 4).
6. Have taken courses at a foreign school, an educational facility designated under Article 156, Item 3 of the Regulation for Enforcement of the School Education Act, or the United Nations University, have passed examinations and screening equivalent to those prescribed in Article 16-2 of the Standards for the Establishment of Graduate Schools, and are recognized as having academic ability equal to or higher than that of a master's-degree holder (Regulation for Enforcement of the School Education Act, Article 156, Item 5).
7. Have graduated from a university, have engaged in research for at least two years at a university, research institute, or the equivalent, and are recognized by Rikkyo University Graduate School as having academic ability equivalent to that of a master's degree holder (Ministry of Education Notification No. 118 of 1989).
8. Have been recognized by Rikkyo University Graduate School as having academic ability equal to or higher than that of a master's degree or professional degree holder and who will have reached the age of 24 years by **September 20, 2027** (Regulation for Enforcement of the School Education Act, Article 156, Item 7).

[Note on Eligibility of Applicants]

Applicants who applied and passed under the "due to be awarded" status for Eligibility Items (1) through (5) above will not be permitted to enroll if they fail to meet the required conditions **by the end of March, 2027 for April Enrollment or by September 19, 2027 for September Enrollment.**

【Notes Regarding Application Eligibility】

1. Applicants under Criteria 7 or 8 must undergo a pre application eligibility screening. Contact the Admissions Office by Tuesday, November 10, 2026, 5:00 p.m. (JST).
2. A valid score in TOEFL iBT®, TOEIC® Listening & Reading, or IELTS (Academic Module) taken by the deadline is required. Upload the official score report by the application deadline as detailed on P.7 of the

“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://www.rikkyo.ac.jp/admissions/graduate/guidelines.html>
2. Pay the application fee to complete the application through [the Web Application System](#).
3. Upload all documents in PDF format on “My Page” of the Web Application System by the deadline.

Application Period	Friday, January 8 (0:00:00 a.m. Japanese Standard Time) to Thursday, January 14 (11:59:59 p.m. Japanese Standard Time), 2027
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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 **Tuesday, November 10, 2026, 5:00 p.m. (JST)**, 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://www.rikkyo.ac.jp/admissions/graduate/guidelines.html>

	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)	<p>Follow the instructions on the Web Application System screen and the “User Manual” to enter the required information.</p> <p>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.</p> <p>Acceptable image file specifications are as follows:</p> <ul style="list-style-type: none"> • File format: JPEG (JPG), PNG • File size: Up to 5MB • Minimum resolution: 160 pixels (height) × 120 pixels (width) <p>Unacceptable photos include:</p> <ul style="list-style-type: none"> • 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.10, “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)	<p>The original certificate <u>for undergraduate and graduate master's programs</u> issued by the university from which you graduated.</p> <p>※No submission is required for those who graduated or are due to graduate from Rikkyo University.</p> <p>※If you have attended multiple universities/graduate schools, please submit certificates from all institutions.</p> <p>※Copies are acceptable only if they are officially certified by the issuing university with an official stamp.</p> <p>※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).</p>	Certificate of Grades and Credits
2	Master's Program Certificate of Graduation (expected graduation)	<p>The original certificate for the graduate master's programs issued by the university from which you graduated.</p> <p>※No submission is required for those who graduated or are due to graduate from Rikkyo University.</p> <p>※If you have attended multiple universities/graduate schools, please submit certificates from all institutions.</p> <p>※Copies are acceptable only if they are officially certified by the issuing university with an official stamp.</p> <p>※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).</p>	Certificate of Graduation (expected graduation) for Master's Degree
3	Research Proposal	<p>Your research proposal should include detailed descriptions of the following:</p> <ul style="list-style-type: none"> ● 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 <p>Note: Admission does not confirm supervision by the faculty members specified in your research proposal.</p>	Research Proposal
4	Supporting Materials (Master's thesis, etc.)	<p>a. Master's thesis (copies acceptable) or equivalent materials</p> <p>※If your master's thesis or other materials are written in languages other than Japanese or English, please attach a translation.</p>	Master's Thesis

		<p>b. Other published works, papers, conference presentation abstracts, etc.</p> <p>※ <u>Submission is optional.</u></p> <p>※ If other achievements/publications are written in languages other than Japanese or English, please attach a translation.</p> <p>※ 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”.</p>	Other Achievements
5	Certificate of English Proficiency	<p>Test scores from any of the following:</p> <p>< Exemptions ></p> <p>※ Combining individual skill scores from different test sessions/dates is not permitted.</p> <p>※ <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></p> <p>※ 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.</p> <p>< TOEFL iBT® Test ></p> <p>Test scores from examinations taken on or after January 15, 2025</p> <p>※ 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 My TOEFL Home.</u></p> <p>※ <u>TOEFL iBT® Home Edition is not accepted.</u></p> <p>< TOEIC® Listening & Reading Test ></p> <p>Test scores from examinations taken on or after January 15, 2025</p> <p>※ 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. Additionally, when submitting scores from a TOEIC L&R test administered in Japan, the submission of a Digital Official Score Certificate is required.</u></p> <p>※ For current students of Rikkyo University only: IP test scores from tests administered by Rikkyo University on or after January 15, 2025 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.</p> <p>※ <u>IP tests administered by other institutions are not accepted.</u></p> <p>< IELTS (Academic Module) ></p> <p>Test scores from examinations taken on or after January 15, 2025</p> <p>※ 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></p> <p>※ IELTS on Computer (IoC) is also accepted.</p> <p>※ <u>IELTS Online is not accepted.</u></p>	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. (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 12 / September enrollment – Monday, May 31). 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. Please note that the payment period is the same as the application period. 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 no later than 14 days prior to the entrance examination.

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.

4. Entrance Examination

The doctoral program entrance examination consists of a “General Entrance Examination” only.

[Notes Regarding the Entrance Examination]

1. The oral examination **will be conducted online**.
2. **Please prepare an environment suitable for taking the examination via an online conferencing system (Zoom), including a PC with a camera, microphone, speakers, earphones/headphones, and a stable internet connection.**
3. Please take the examination **alone in a private room**.
4. **Please take the examination in a quiet environment.**
5. The assembly time on the examination day will be notified to examinees. **In principle, late arrivals will not be permitted to take the examination.**
6. Please test your video and audio in advance using the “Zoom” website or similar resources. Please note that the following URL is for the “Zoom” website and may change without notice. <http://zoom.us/test>
7. We cannot answer technical questions related to PCs, networks, online conferencing systems, etc. We also cannot provide support when system or equipment malfunctions occur.
8. If Rikkyo University determines that it is difficult to conduct entrance examinations, result announcements, etc. on the scheduled dates due to government directives, requests, or unforeseen circumstances, postponement or other countermeasures may be taken. However, Rikkyo University will not, in principle, be responsible for personal damages incurred by examinees as a result of such measures.
9. Engaging in any of the following may be considered academic misconduct.
 - 1) Communicating with a third party during the interview.
 - 2) Recording (video or audio of) the interview, or posting such recordings on the internet, including on social media.
 - 3) Sharing the content or questions of the interview with other applicants who have yet to be interviewed.
 - 4) Failing to follow the instructions of staff members in the applicant waiting room or in front of the interview room.
 - 5) Any other act that compromises the fairness and integrity of the examination.

If an act is determined to be fraudulent, the following measures will be taken. 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 of the applicant's entrance examination results for the current academic year will be invalidated.

Furthermore, if any misconduct is discovered after enrollment, the student's admission may be revoked. In such cases, the admission fee, tuition, and any other fees paid will not be refunded.

Selection Process

1. Selection of successful candidates will be conducted through a comprehensive evaluation of submitted documents, research achievement assessment and interview, and oral examination results.
2. Examination dates, examination subjects, and research achievement assessment/interview, and oral examination schedule.

Examination Category	Examination Date	Subject · Time	Examination Method
General	Wednesday, February 17, 2027	10:00 a.m.- Japanese Standard Time ※Note Research achievement assessment and interview, oral Examination	Conducted using online conferencing system (Zoom)

※Note: Assembly time for the examination day and connection details (Zoom information, etc.) will be sent to the email address registered in the web application system by **Thursday, February 11 (JST)** after the admission ticket is issued. Please configure your settings in advance to receive emails from the @rikkyo.ac.jp domain. If you do not receive the email, please contact the Course Admissions Office, College Administration Office, Graduate School of Business (Email: keiei-daigakuin@rikkyo.ac.jp) by Friday, February 12 (JST).

5. Announcement of Results

- (1) A list of accepted candidate's examination numbers will be posted on Rikkyo University's website on the following date and time:

Date and Time: Friday, February 26, 2027, 11: 00 a.m. Japanese Standard Time

URL: <https://www.rikkyo.ac.jp/admissions/results/>

- (2) "Admission Notification" and "Enrollment Procedure Information" will be sent by express mail to accepted candidates at the address registered in the web application system on the result announcement date (documents will not be distributed at the office). Please contact the Admissions Office (TEL: 03-3985-3293) only if you have not received your admission notification within three days of the result announcement date.
- (3) **We do not respond to any inquiries by telephone, email, or mail regarding final results.** Accepted candidates' examination numbers will be posted for 7 days including the announcement date.
- (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 12 / September enrollment – Monday, May 31). 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.

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 2027 Enrollment

Enrollment Procedure Period: From the date of results announcement through Friday, March 12, 2027

September 2027 Enrollment

1st Round of Enrollment Procedure Period: From the date of results announcement through Friday, March 12, 2027

2nd Round of Enrollment Procedure Period: Thursday, April 1, 2027 – Monday, May 31, 2027

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 accepted applicants.

2) 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 2027 Enrollment

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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 or be due in late May).

Application deadline: **Wednesday, March 31, 2027**

Application method: (1) Contact Admissions Office by E-mail
(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 or due in late May).

Application deadline: **Thursday, April 15, 2027**

Application method: (1) Contact Admissions Office by E-mail
(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 2027 Enrollment

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 or due in late October).

Application deadline: **Friday, September 17, 2027**

Application method: (1) Contact Admissions Office by E-mail
(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 or due in early November).

Application deadline: **Thursday, September 30, 2027**

Application method: (1) Contact Admissions Office by E-mail
(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)

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

(1) For those who do not hold a status of residence in Japan.

Rikkyo University will apply to the Immigration Services Agency of Japan for a “Certificate of Eligibility” (COE) on behalf of the student. The screening process typically takes approximately 2 to 3 months.

After the COE is issued, please apply for and obtain a “Student” visa at a Japanese embassy or consulate in your home country before entering Japan.

*Proxied applications to the Immigration Bureau cannot be processed until both the enrollment procedures and registration with the IRIS system (Rikkyo University residency management system) are complete, which will significantly impact the timing of your entry into Japan. As there is a risk that you may not arrive in time for orientation, please complete the necessary procedures promptly after passing the entrance examination.

*While it is possible for the applicant to apply for a visa directly in their home country, please do not use this method as the issuance may take a very long time.

(Please note)

It takes time for the "Certificate of Eligibility" to be issued. For some entrance examinations, it may not be possible to obtain the status of residence in time even if the necessary procedures are completed immediately after passing. Please carefully confirm the period from the announcement of passing to enrollment and exercise caution when deciding which examination to take.

Important Notice:

Japan Pre-Entry Tuberculosis Screening (JPETS) for International Applicants

Effective June 2025, the Japanese government has implemented the **Japan Pre-Entry Tuberculosis Screening (JPETS)**. The goal of the initiative is to prevent the spread of tuberculosis in Japan.

Nationals of the **Philippines, Nepal, Vietnam, Indonesia, Myanmar, and China** are required to undergo this pre-entry tuberculosis screening and submit a "**TB Clearance Certificate**" when they apply for a “Certificate of Eligibility”.

The JPETS start dates vary by country. To avoid delays with the “Certificate of Eligibility” applications after being accepted to Rikkyo University, applicants must check the latest information through the provided links and complete all necessary procedures in advance.

*Please note: The information provided above is current as of April, 2026. Targeted countries and implementation dates are subject to change. All applicants, including those who are not nationals of the designated countries, are strongly advised to check the official links for the latest information.

Related links:

Ministry of Health, Labour and Welfare website (about the JPETS):

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/kenkou/kekkaku-kansenshou03/english.html

Official website for the JPETS (by Ministry of Health, Labour and Welfare):

<https://jpets.mhlw.go.jp/jp/>

Immigration Services Agency website:

https://www.moj.go.jp/isa/10_00219.html

(2) Documents Regarding Financial Support

Regardless of whether you currently hold a status of residence in Japan, all enrollees seeking “Student” status must complete their registration in the IRIS system by the designated deadline after passing the entrance examination. (Details are provided in the “Enrollment Guidebook” available after admission.)

Documents proving your ability to pay expenses in Japan can take time to obtain, so please prepare the documents below in advance so you can submit them promptly after the announcement of results. Please note that documents are only valid if they are issued within 3 months of the date the application is submitted to the Immigration Services Agency.

If you are paying your own tuition and living expenses:	1. Latest bank balance certificate in your own name (recommended balance: at least 1.2 million yen per year)
	2. Scholarship award certificate (if you have been selected for a scholarship)
If someone other than yourself is paying your tuition and living expenses:	1. Latest bank balance certificate in the supporter's name (recommended balance: at least 1.2 million yen per year)
	2. Latest income certificate for the supporter (tax certificate, withholding tax slip, etc.)
	3. Document proving the relationship between the enrollee and the supporter (e.g., resident record, birth certificate)
	4. Scholarship award certificate (if you have been selected for a scholarship)

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

Academic fees and other payments are paid in two installments: at the time of enrollment procedures and in the fall semester. For information on past academic fees, please refer to the website below.

*Note: The amount of academic fees and other payments for the 2027 academic year (Amount to Be Remitted in the First Academic Year) is scheduled to be posted around October.

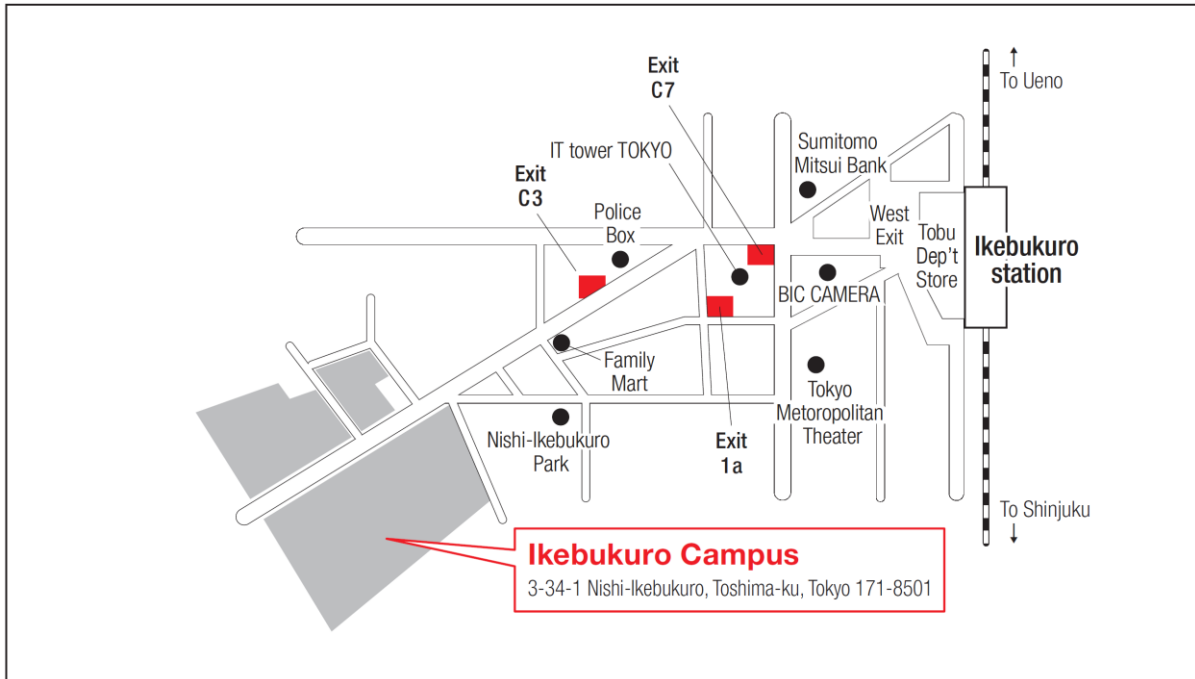
[Reference] Website:

<https://english.rikkyo.ac.jp/admission/fees.html>

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.
The campus is located about a 7-minute walk from the West Exit.

Route to the Ikebukuro Campus



Ikebukuro Campus Information Map

