



IRIS System operation manual

Application for exchange program
Rikkyo University

STEP 1: Log in to the IRIS and set your password



- Login to the URL that is sent to your registered email address from Rikkyo University (noreply@iris.rikkyo.ac.jp).
- Please set your password at first as follows;

1) Click

You can switch the languages.

English 日本語

Student Exchange Program

Program

2025 Spring Application for Student Exchange Program (Inter-University agreements)

Login

2) Click

English 日本語

Login

E-mail

Password

Login Cancel

*Please set your password here if this is your first time logging in.

Click here if you forgot your password

3) Enter your email address and set your password using the URL sent to your email address.

English 日本語

Password Set/Update

Please enter your e-mail address when registering.

E-mail

100 characters or less

Password Set/Update

STEP 2 Application | 1) Log in & Check the application guidelines



在留管理システム IRIS
Inbound Rikkyo International Students

English 日本語

Login

E-mail
.....

Login Cancel

*Please set your password here if this is your first time logging in.
Click here if you forgot your password

1) Log in

在留管理システム IRIS
Inbound Rikkyo International Students

TOP

Submission of the Certificate of Health (25FC15003) ✓

Requested date and time : 2024/12/09 20:30:53
Please upload the Certificate of Health (PDF) through this form.
Deadline : April 10

Answer

Program

2025 Fall Application for Student Exchange Program (ACE Program)

Application record
My page
Download
Questionnaire
Notification

2) Click the program you were nominated.

在留管理システム IRIS
Inbound Rikkyo International Students

Program Overview

Status
Opened

Program Name
2025 Spring Application for Student Exchange Program (Inter-University agreements)

Academic Year
2025

Acceptance Target

School Term
Spring

Apply date(JST)
2024/07/01 - 2024/10/31

Overview
This is the application for 2025 Spring Students Exchange Program (inter-university agreements) at Rikkyo University.

[Nomination period]
September 1 to 30, 2024

*Please register your nominees' information through this.

Remarks

Attachment
Nominations_Rikkyo University (IU) 240826.pdf

Download

Apply Back

3) Check the application guidelines attached.
=> Apply

在留管理システム IRIS
Inbound Rikkyo International Students

日本語

Nomination

Home University
Test Daigakukan University

Student Name
TARO RIKKYO

Application Category
Inter-University

Program
2025 Spring Application for Student Exchange Program (Inter-University agreements)

Program Detail

Course
Undergraduate

Period of Study
One semester

Comments

Program 2025 Spr

Program 2025/4 -

Student 2000/09/

Student email
tarorikkyo@example.com

Apply Back

4) Check your registered information.
=> Apply

STEP 2 Application | 2) Fill out your application form



在留管理システム IRIS
Inbound Rikkyo International Students

English 日本語 Logout

Application

Management

0.Nomination

1.Personal Information

2.Home University

3.Educational Record

4.Language Proficiency

5.Study Plan at Rikkyo

6.Medical History

7.Housing

8.Documents

I agree with the Use of My Personal Information/the Terms and Conditions of Use.

Save

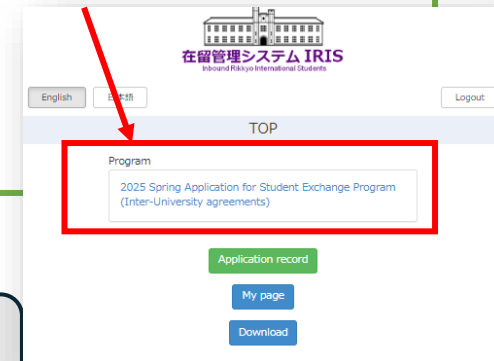
Submit

Back

1) Fill out your application form and upload the required documents.

Temporarily Save

- You can save the information entered temporarily during the process.
- After temporary saving, information is saved even after logout. You can restart from here.



2) Check the terms and conditions and tick the box.

3) Click "Submit" once all inputs are complete.

STEP 2 Application | 2) Fill out your application form

1. Personal Information



Applicant

Name in English※
※Please enter your name as it is written in your passport's MRZ (Machine Readable Zone).
The comma (,) is not necessary.
STUDENT ONE TEST

Name (Katakana)

Date of Birth※
2024/09/02

Sex※
Female

Phone Number※ ※Country code must also be provided (ex. +81-3-3985-2208)
+81-3-4985-4796

Email Address※
intl-vol@example.com

Nationality※
※If you hold Japanese nationality, please select "Japan". (This includes those with dual nationality between Japan and others)
Sri Lanka

Place of Birth※
Enter your place of birth on your passport

Current Address※
3-34-1, Nishi Ikebukuro, Toshima-ku, Tokyo, 130-3342

Fill out all the required information.

※For Japanese nationality holders, please enter the name stated on your Japanese passport. If you have dual citizenship in a country other than Japan and Japan, please enter the name indicated on your Japanese passport.

※If you hold Japanese nationality, please select "Japan". (This includes those with dual nationality between Japan and others)


※Please include your country name and postal code.

STEP 2 Application | 2) Fill out your application form

2. Home University



立教大学
RIKKYO UNIVERSITY

2.Home University 

Name of Home University
Test Daigakukan University

Name of Department at Home University※

Undergraduate / Graduate※

Year/ Grade※

Year of Expected Graduation※

Cumulative Grade Point Average(CGPA)※
※If not, please enter 0 and the reason.

Grading Scale

The reason why you cannot provide your CGPA
Please write in either Japanese (less than 200 characters) or English (less than 100 words).

Fill out all the required information.

STEP 2 Application | 2) Fill out your application form

3. Educational Record



3.Educational Record

Year of Education (from Elementary school to University)※
14

Segment of total study records(after high school)

- 大学院 (博士) "Doctor"
- 大学院 (修士) "Master"
- 大学 "Bachelor"
- 短期大学 "Juniorcollege"
- 専門学校 "Collegeoftechnology"
- 高等学校 "Seniorhighschool"
- 中学校 "Juniorhighschool"
- 小学校 "Elementaryschool"
- その他 "Others"

Input field creation

Add an input field on top

Delete input field

Enrollment status
Enrolled

Segment
大学 "Bachelor"

Location of School
Japan

Name of School
Test Daigakuin University

Enrollment Period (from)
2023
September

Enrollment Period (to)
2026
July

1) Check all the schools which you have enrolled and click the "Input filed creation" button.

2) Fill out all the required information.

Add an input field on top

Delete input field

Enrollment status
Enrolled

Segment
大学 "Bachelor"

Location of School
Japan

Name of School
Test Daigakuin University

Enrollment Period (from)
2023
September

Enrollment Period (to)
2026
July

Delete input field

Enrollment status
Graduated

Segment
高等学校 "Seniorhighschool"

Location of School
Japan

Name of School
Test High School

Enrollment Period (from)
2021
September

Enrollment Period (to)
2023
July

Add an input field at the bottom

※ Please fill in the information for each elementary school, junior high school, high school, and university (graduate school).
※ You can add the input field accordingly.

STEP 2 Application | 2) Fill out your application form

4. Language Proficiency



4. Language Proficiency

Academic Purpose at Rikkyo※

Focus on taking specialized subjects in English

Focus on taking specialized subjects in Japanese

Taking Japanese language subjects

CEFR Levels of Japanese (self evaluation)※

CEFR Levels of English (self evaluation)※

Please upload a copy of the language proficiency test score certificate if you have one (optional).

Japanese Language Proficiency Test Score

Add an input field on top

Add an input field at the bottom

English Language Proficiency Test Score

Add an input field on top

Add an input field at the bottom

Fill out all the required information.

※You can check more than one. However, for specialized courses, you may select either English or Japanese. (This will not affect your course registration, as we are only asking for your preference.)

First language/Proficient as native speaker

C1 (Advanced)

B2 (Upper intermediate)

B1 (intermediate)

A2 (Elementary)

A1 (Beginner)

No prior learning experience

※Please choose the language proficiency of English and Japanese by self-evaluation.

STEP 2 Application | 2) Fill out your application form

5. Study Plan at Rikkyo



Fill out all the required information.

※Please select three colleges or graduate schools you wish to be placed in at Rikkyo. Please note that you may not be placed in the colleges or graduate schools of your first choice, as this will be determined based on the contents of your application. (only for inter-university exchange program and ACE program.)

5.Study Plan at Rikkyo

College / Graduate School you wish to be enrolled at Rikkyo.

Academic Level※

Undergraduate

College / Graduate school

First Choice※

College of Economics

Second Choice

College of Business

Third Choice

College of Law and Politics

Your study/ research theme or major at your home university※

Please write in either Japanese (400 - 700 characters) or English (200 - 500 words).

English

European languages. It will be as simple as Occidental; in fact, it will be Occidental. To an English person, it will seem like simplified English, as a skeptical Cambridge friend of mine told me what Occidental is.The European languages are members of the same family. Their separate existence is a

Your study plan / research theme at Rikkyo University※

Please write in either Japanese (400 - 700 characters) or English (200 - 500 words).

English

myth. For science, music, sport, etc, Europe uses the same vocabulary. The languages only differ in their grammar, their pronunciation and their most common words. Everyone realizes why a new common language would be desirable: one could refuse to pay expensive translators. To achieve this, it would be necessary to have uniform grammar, pronunciation and more

The name of courses and course instructor that you would be interested to take during your stay at Rikkyo

Please write in either Japanese (less than 200 characters) or English (less than 100 words).

English

BC241 Japanese Economics
BC235 Marketing in Asia

Future status at your home university after returning from Rikkyo※

Continuation of studies in the current process

Please describe your plans specifically after returning your home university.※

Please write in either Japanese (400 - 700 characters) or English (200 - 500 words).

English

European languages. It will be as simple as Occidental; in fact, it will be Occidental. To an English person, it will seem like simplified English, as a skeptical Cambridge friend of mine told me what Occidental is.The European languages are members of the same family. Their separate existence is a

Academic study support

Please write in either Japanese (less than 200 characters) or English (less than 100 words).

Buddy program※

Yes I prefer to be supported by Buddy

STEP 2 Application | 2) Fill out your application form

6. Medical History



Fill out all the required information.

6. Medical History

1. Clinical History

Please select all the diseases you currently have

- Asthma
- Epilepsy/Seizures
- Tuberculosis
- Endocrine Disorders and Disease
- Heart Disease
- Autoimmune Disorder
- Inflammatory Bowel Disease
- Gynecological Disorder
- Mental Disease
- Neurological Disease
- Developmental Disorder
- Other

Please select all the diseases you have had

- Asthma
- Depression
- Epilepsy/Seizures
- Diabetes
- Digestive Disease
- Eating Disorder
- Heart Disease (Palpitation, Arrhythmia, etc.)

2. Allergies

Do you have any allergies?*

YES

if yes, please check or write the allergens

- Egg
- Milk
- Wheat
- Shellfish
- Fruit
- Tree Nut
- Peanut
- Buckwheat
- Pollen
- Others (write all that applies)

if yes, do you use an EpiPen?

NO

3. Current Treatment

Are you currently taking any prescribed medication or undergoing any treatments?*

NO

If yes, will you continue taking medication or treatment during your stay in Japan?

If yes, please provide detailed information regarding ALL the

4. Reasonable Accommodation

Would you like to request any reasonable accommodation while enrolling at Rikkyo University?*

Yes No

If yes, please specify what kind of reasonable accommodation you need at Rikkyo or that you are currently receiving at home university.

What support do you consider necessary?*

STEP 2 Application | 2) Fill out your application form

7. Housing



Fill out all the required information.

7.Housing

Dormitory Information
Be sure to read carefully the Application Guidelines mentioned in the beginning of the Application Status page.

Housing※

I would like to live in one of the Rikkyo University's international dormitories.

I will make my own arrangements.

7.Housing

Dormitory Information
Be sure to read carefully the Application Guidelines mentioned in the beginning of the Application Status page.

Housing※

I would like to live in one of the Rikkyo University's international dormitories.

Rikkyo University International Dormitory (RUID) Asakadai, Shiki, Rikkyo International Residence (RIR) Shiinamachi, Rikkyo Edification Hall (REH Ikebukuro) . Please refer to the "Dormitory Information" for details of the Rikkyo University International Dormitories.If you wish to live in one of the Rikkyo University International Dormitories, complete the online application.
Please list the dormitories in order of your preference.
* Note: You must list all dormitories.

First(I) choice※
RUID Asakadai

Second(II) choice※
RUID Shiki

Third(III) choice※
RIR Shiinamachi

Fourth(IV) choice※
Rikkyo Edification Hall (REH Ikebukuro)

The decisions about the dormitory and room allocations are made by Rikkyo University.
Please keep in mind that your preference cannot be guaranteed due to the availability of rooms at each building.
You will be automatically placed on the co-ed floor unless otherwise specified by checking the statement below.
Since there is only a limited numbers of rooms available on the same-sex floor, the placement there cannot be always guaranteed.

Room Floor
 I prefer the same-sex floor.

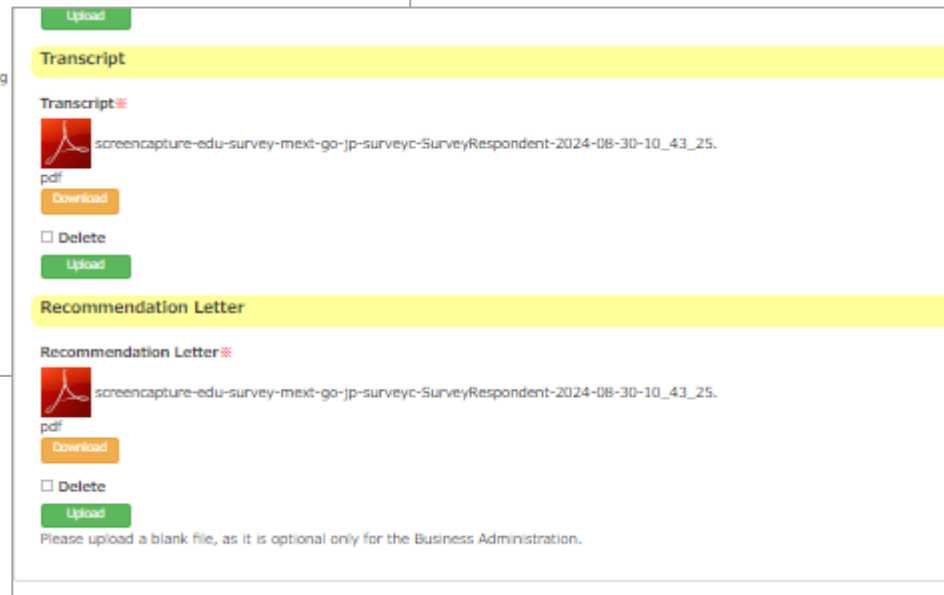
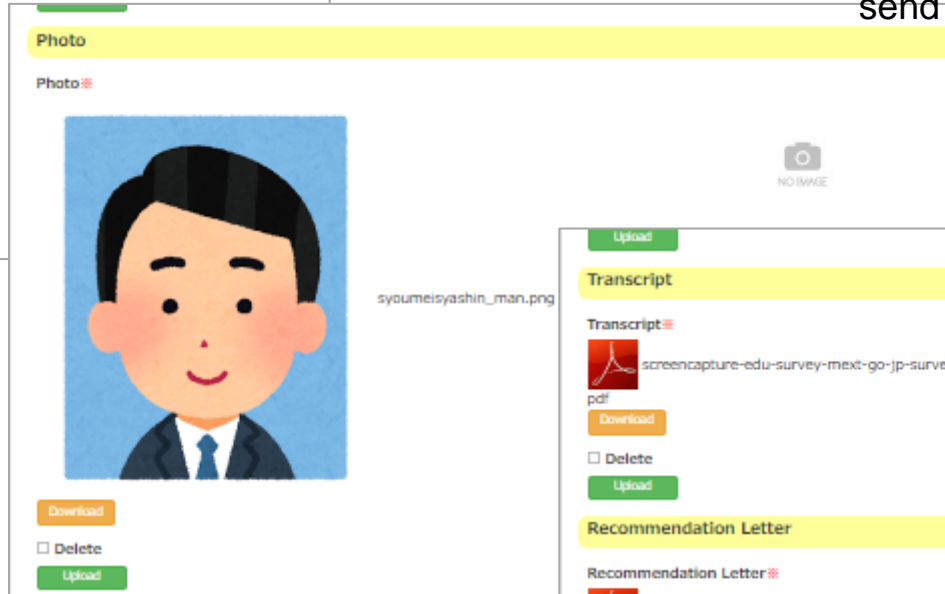
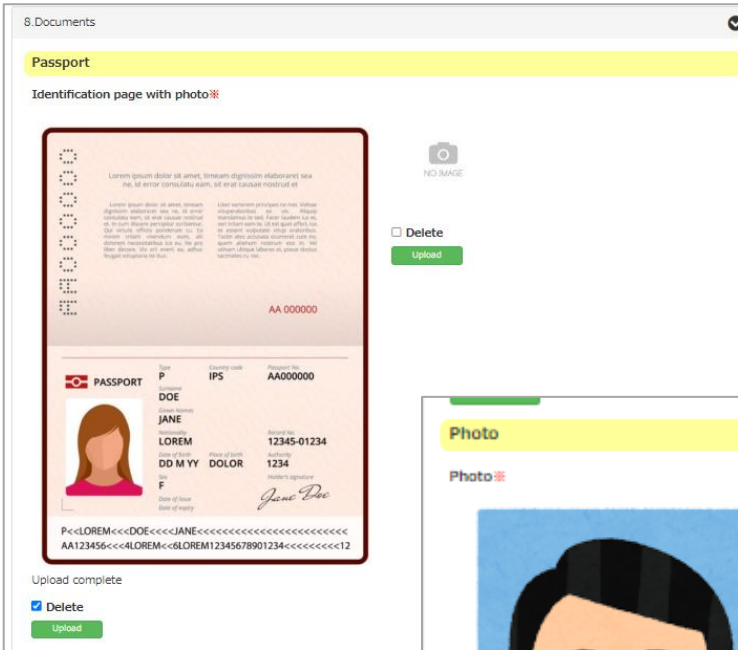
STEP 2 Application | 2) Fill out your application form

8. Documents



Upload all the required documents.

- If you are applying for a passport at the time of application, please upload a blank PDF temporarily.
- A recommendation letter from your academic advisor may be submitted directly from your home university to Rikkyo University. In this case, your program coordinator at your home university can send it to Rikkyo by e-mail.



STEP 2 Application | 3) Final confirmation and submission



在留管理システム IRIS
Inbound Rikkyo International Students

English 日本語

Application

Changes saved

Management

0.Nomination

1.Personal Information

2.Home University

3.Educational Record

4.Language Proficiency

5.Study Plan at Rikkyo

6.Medical History

7.Housing

8.Documents

I agree with the Use of My Personal Information/the Terms and Conditions of Use.

Submit

Back

1) Click "Submit" once all inputs are complete.

在留管理システム IRIS
Inbound Rikkyo International Students

English 日本語 Logout

Confirmation

0.Nomination

1.Personal Information

2.Home University

Name of Home University
Test Daigakukan University

College/ Department /Major at Home University
Economics

Undergraduate / Graduate
Undergraduate

Year/ Grade
3rd year

Year of Expected Graduation
2026

Cumulative Grade Point Average(CGPA)
3.50

7.Housing

8.Documents

Apply

Back

2) Confirm that all the information entered is correct before submission. =>Apply

3) When this screen appears, you have successfully submitted your application. You will also receive a message to your email address.

在留管理システム IRIS
Inbound Rikkyo International Students

Thank you for your application!

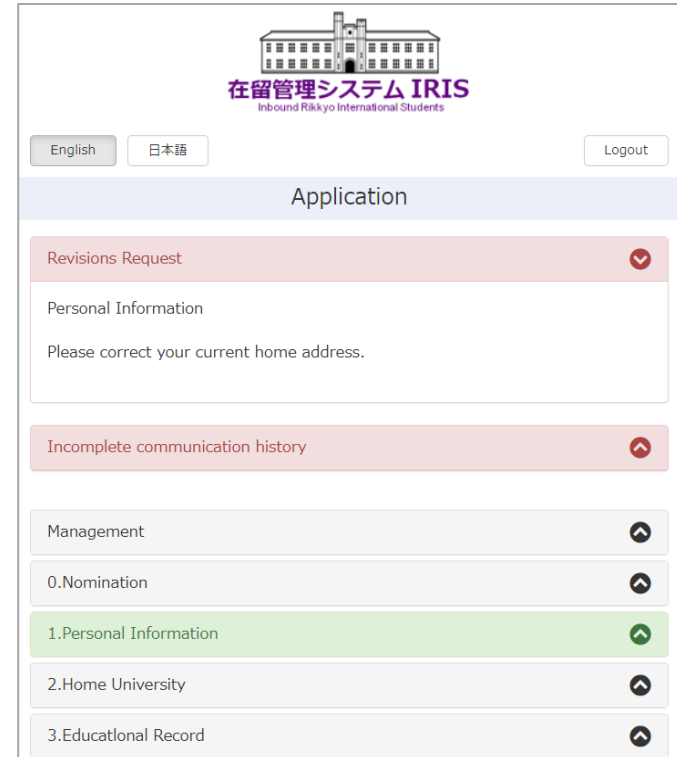
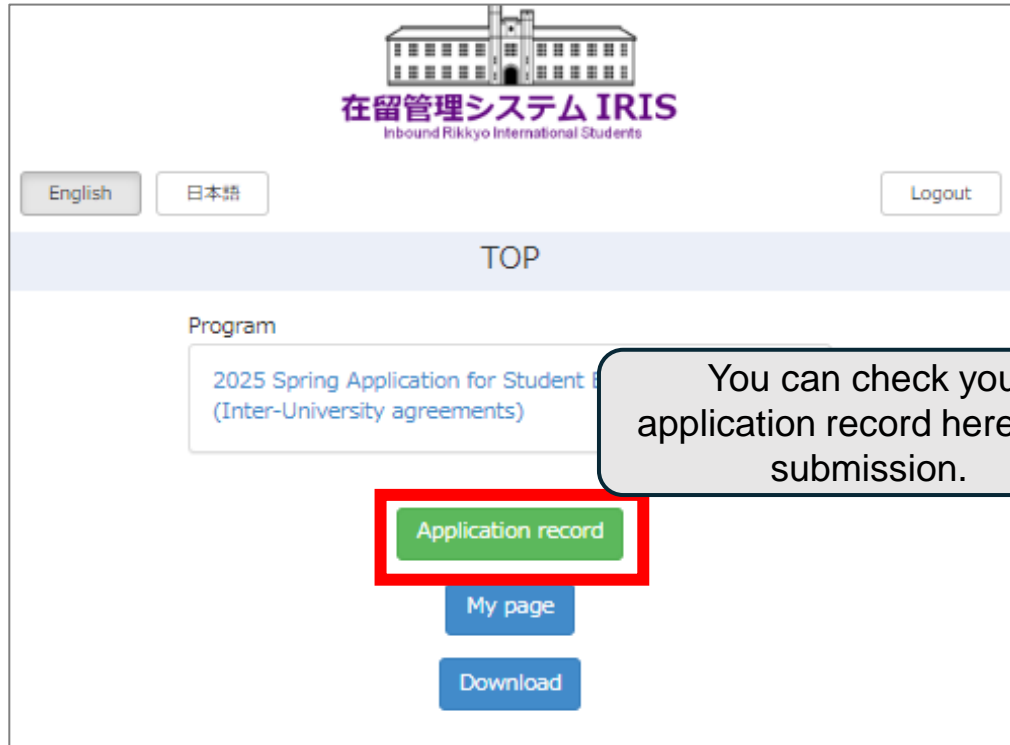
We received your application and will check it shortly. If there are any problems, we shall contact you to your registered email address.

Please make sure to download a "Certificate of Health" from the below and take a health check by a physician. Please upload it with the information required for a COE application through the URL, which will be sent to you later.

Application No:25FU10004

Download Back

STEP 2 Application | 3) Final confirmation and submission



- **Upon completing the application process, you will receive a “Confirmation message” from Rikkyo.**
- You will also receive **the other URL** to submit the information required for a COE application by email once it is ready. Please fill out the form and upload the required documents through the URL by the deadline. More details will be announced.

If your application is incomplete, Rikkyo University will notify you by email. Please correct any deficiencies and resubmit your application as soon as possible.

STEP 3 | Submission of a Certificate of Health (how to download a prescribed form)



Thank you for your application!

We received your application and will check it shortly.
If there are any problems, we shall contact you to your registered email address.

Please don't forget to download a health check certificate from the below and take a health check by a physician. Please upload it with the information required for a COE application through the URL, which will be sent to you in mid-November.

Application No: 25SU9999006

Download

Back

1) Download a Certificate of Health form here.

RIKKYO UNIVERSITY SPECIAL INTERNATIONAL STUDENT CERTIFICATE OF HEALTH

Part A: To be completed by the student

ID	25SU10006
Name in full	TARO RIKKYO
Date of birth	9/8/2000
Sex	男
Date	9/15/2024

1 Clinical History

1) Please select all the diseases you currently have:

None

2) Please select all the diseases you have had:

None

2 Allergies

1) Do you have any allergies? YES NO

2) If yes, please check or write the allergens

Pollen

3) If yes, do you use an EpiPen? NO

2) Take a medical checkup at a medical institution.

- Please have the form downloaded from the IRIS filled out and signed by a physician.
- **A chest x-ray is mandatory.**
- The Certificate of Health with the result and signature by a physician must be submitted to Rikkyo by the designated dates.

STEP 3 | Submission of a Certificate of Health



在留管理システム IRIS
Inbound Rikkyo International Students

TOP

Submission of the Certificate of Health (25FC15003) ▾

Requested date and time : 2024/12/09 20:30:53
Please upload the Certificate of Health (PDF) through this form.
Deadline : April 10

Answer

Program

2025 Fall Application for Student Exchange Program (ACE Program)

Application record

My page

Download

Questionnaire

Notification

1) Upload a Certificate of Health form here.

在留管理システム IRIS
Inbound Rikkyo International Students

Questionnaire

< Requested >

Health Certificate (25FU10004) ▾

Please upload the Certificate of Health (PDF) through this form.
Deadline : April 10

Certificate of Health*

- Please upload a health certificate using the prescribed format that you downloaded from IRIS after submitting your application, and that includes the results of a health checkup by the physician.
- After uploading, please click the "Answer" button at the bottom of the page.

NO IMAGE

Upload

Answer

File size should be under 5 MB.