

# Application | 1. Set your password



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

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

English 日本語

You can switch the languages.

Student Exchange Program

Program

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

Login

1) Click

Login

Cancel

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

Click here if you forgot your password

2) Click

Password Set/Update

Please enter your e-mail address when registering.

E-mail

100 characters or less

Password Set/Update

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

# Application | 2. Log in & Check the application guidelines



English 日本語

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

Login

E-mail  
.....

Login Cancel

1) Log in

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

Click here if you forgot your password

在留管理システム IRIS  
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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 portal.

[Application period]  
October 1 to 31, 2024

\*When application starts, please contact the person at the URL and application guidelines.

If you have any questions, please contact us (rikkyo-inbound@rikkyo.ac.jp)

Remarks

Attachment  
Application :\_Rikkyo University (IU) 240826.pdf  
Download

Apply Back

3) Check the application guidelines attached.  
=> Apply

日本語

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

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 Year  
2025 Spring

Program period  
2025/4 - 2025/8

Student Birthday  
2000/09/08

Student email  
tarorikkyo@example.com

Apply Back

4) Check your registered information.  
=> Apply

English 日本語 Logout

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

TOP

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

Application record

My page

Download

2) Click the program you were nominated.

# Application | 3. 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

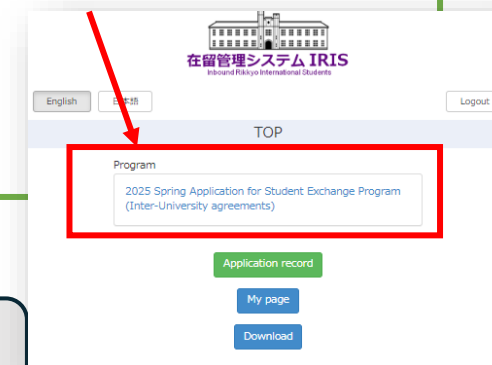
Submit

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.

# Application | 3. Fill out your application form

## 1) Personal Information



1. Personal Information

**Applicant**

**Name In English (same order as in your passport)※**  
TARO RIKKYO

**Name (Katakana)**  
[Empty field]

**Name (kanji)**  
[Empty field]

**Date of Birth※**  
2000/09/08

**Sex※**  
Male

**Phone Number※ ※Country code must also be provided (ex. +81-3-3985-2208)**  
+81-3-3985-4294

**Email Address※**  
tarorikkyo@example.com

**Nationality※**  
Japan

**Place of Birth※**  
Tokyo

**Current Address※**  
3-34-1, Nishi-Ikebukuro, Toshima-ku, Tokyo, 171-8501, Japan

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.

※Please include your country name and postal code.

# Application | 3. Fill out your application form

## 2) Home University



立教大学  
RIKKYO UNIVERSITY

2.Home University ▼

**Name of Home University**  
Test Daigakukan University

**College/ Department /Major at Home University\***

**Undergraduate / Graduate\***

**Year/ Grade\***

**Year of Expected Graduation\***

**Cumulative Grade Point Average(CGPA)**

**CGPA in the scale of**

**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.

# Application | 3. 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"
- 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

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.

# Application | 3. 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.

# Application | 3. Fill out your application form

## 5) Study Plan at Rikkyo



Fill out all the required information.

### 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

※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.)



# Application | 3. 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?

### 3. Current Treatment

Are you currently taking any prescribed medication or treatment for any diseases?\*

NO

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

If yes, please provide detailed information regarding ALL

### 4. Support Service

Please check and provide details below if you believe you will need support from the Ginger Student Office, Student Counseling Center, etc. while at Rikkyo University. (Please include class support and support for other activities in your answer.)

I believe support is needed.

What support do you consider necessary?

I consider support unnecessary.

# Application | 3. Fill out your application form

## 7) Housing



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.

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.

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.

# Application | 3. 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.

8.Documents

Passport

Identification page with photo



NO IMAGE

Delete

Upload


Upload complete

Delete

Upload

Photo

Photo



syoumeisyashin\_man.png


Download

Delete

Upload

Transcript

Transcript



screenshot-edu-survey-mext-go-jp-surveyc-SurveyRespondent-2024-08-30-10\_43\_25.pdf


Download

Delete

Upload

Recommendation Letter

Recommendation Letter



screenshot-edu-survey-mext-go-jp-surveyc-SurveyRespondent-2024-08-30-10\_43\_25.pdf

Download

Delete

Upload

Please upload a blank file, as it is optional only for the Business Administration.

# Application | 4. Final confirmation before 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

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

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  
7

**Cumulative Grade Point Average(CGPA)**  
3.50

- 7.Housing
- 8.Documents

Apply

Back

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

Registered

Your application is registered.  
You need to download and fill out the Medical history from.  
At the time of COE, you need to upload this form filled out.  
Please keep this form.

Application No:25SCAr003

Download Back

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



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

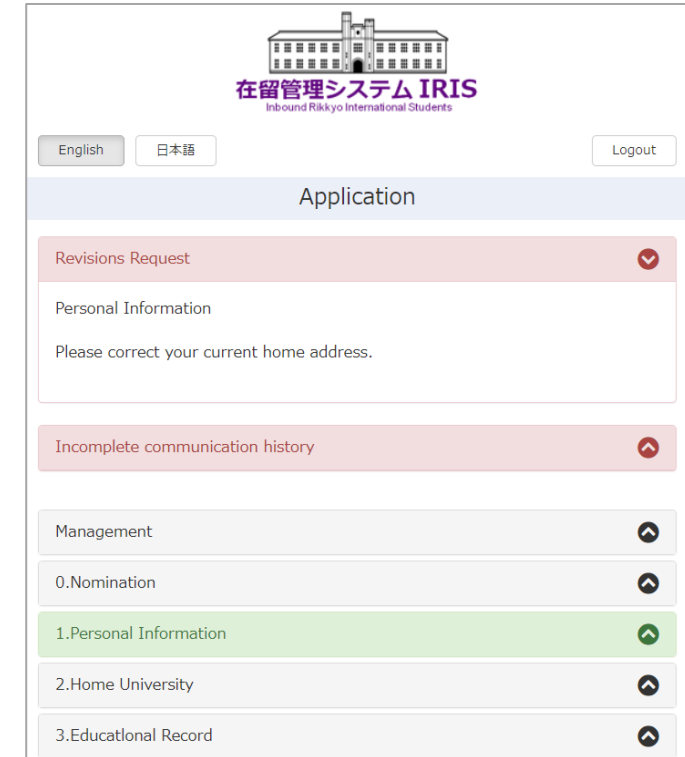
2) Take a medical checkup at a medical institution.

- 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.

# Application | 6. After submitting application



You can check your application record here after 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 and a Certificate of Health 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.