- Log in to the URL which is sent to your email address from Rikkyo University (noreply@iris.rikkyo.ac.jp).
- Please enter your email address and password. The initial password is "rikkyo". If the password is invalid, please reset it by your self from "Click here if you forgot your password".

Nominations | 2-1. Nominate your students

立教大学
RIKKYO UNIVERSITY

TOP | User | Program | Application | **Student**

English ▾ | **Nomination** | Delete | Select All

1) Click the "Nomination".

	English(same order as in your passport)	Name (kanji)	Sex	Email Address	Application Category	Latest Apply	Latest Status
	MATUI			matui@example.com			
	TEST			test@rikyo.ac.jp			
	STUDENT STUDENT		Male	studentstudent@example.com	Inter University	25SU10004	Approved

3) Save.

English ▾ | Clear | Save | Back

Login Not Allowed Flag	☐		
Name In English(same order as in your passport)※		Name (Katakana)	
Name (kanji)		Sex	▾
Date of Birth			
Phone Number			
Email Address※			
Password			
Password confirmation			
Nationality			
Birthplace			
Present address			

4) This window is showing up. => Yes

Do you want to nominate?

No | **Yes**

2) Fill in the required fields (Student's name and Student's email address) about your nominee.

2

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Home University	The University of Chicago
Student Name	STUDENT STUDENT
Application Category	● Inter-University
Program	2025 Spring Application for Student Exchange Program (Inter-University agreements) ∨
Program Detail	
Course	Undergraduate ∨
Period of Study	● One semester ○ Full year
Comments	

Cancel　Check

1) Fill out the required fields =>Check

Home University	The University of Chicago
Student Name	STUDENT STUDENT
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	2024/07/01 - 2024/10/31
Student Birthday	
Student email	studentstudent@example.com

Back　Nomination

2) Confirm that the information you entered is correct. => Nomination

Nominated

Your student is nominated.
You can check the data from Application.

No:25SU10004

Close

3) This window is showing up once your nomination is completed successfully.

3

- After completing the nominations, the "Application status" shows "Nominated."
- You can check the status of your nominee's application process here.

Nominations | Notes

- If you do not have a nominee, please let us know by email.

- We count the exchange numbers for the new academic year in the fall semester.

- Please refer to our website for the student exchange program for further useful information.
  Please kindly bring the link to the attention of your students who consider applying for our exchange program.
  https://sites.google.com/rikkyo.ac.jp/rikkyouniversitywebsiteforfutu/home

FYI: How to check the program overview

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TOP	User	Program	Application	Student

English ▾

1) Click the Program

AY	Term	Recruitment category	Status	Program Name	Apply date(JST)		Num of Agreement	Num of Nominations	Application Requested	Num of Apply	Confirmed	Approved	Rejected, Withdrawal
2025	Spring	Inter-College	Opened	2025 SPRING APPLICATION FOR INTER-UNIVERSITY EXCHANGE STUDENTS(ACE Program)	2024/07/01	2024/10/31		3	2	0	0	0	0

在留管理システム IRIS

TOP	User	Program	Application	Student

English ▾

Back

Program Name	2025 Spring Application for Student Exchange Program (Inter-University agreements)	Status	Opened
Academic Year	2025	Category	Undergraduate Graduate Graduate Master Graduate Doctor
Apply date(JST)	2024/07/01 - 2024/10/31	School Term	Spring
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, nominated students and the contact person at the partner institution will be notified of the URL and application guidelines If you have any questions, please do not hesitate to contact us (rikkyo-inbound@rikkyo.ac.jp).		
Remarks			
Attachment	Nominations_Rikkyo University.pdf Download		

2) Check the program overview to which you want to nominate your students.

6

立教大学
RIKKYO UNIVERSITY

TOP | **User** | Program | Application | Student

English ▾

Register

1) Click the "Register" or select the registered user.

Select All | Unselect

Search

1~2 / 2 Items

	User name (English Letter)	User name (kanji)	Authority Classification	Not Allowed
☐	acepartner6		Administrator	
☐	acepartner1		Administrator	

Search by the following

Authority Classification

1~2 / 2 Items

User name (English Letter)

Partial match

User

The administrator has the authority to add other user. The user does not have that authority

=>We recommend that you check the mark with "Administrator."

TOP | User | Program | Application | Student

English ▾

Clear | Save | Back

Responsible acceptance category			
Authority Classification※	⦿ Administrator ◯ User	Login Not Allowed Flag	☐
User name (English Letter) ※	Megumi Higuchi	User name (Katakana)	
User name (kanji)			
Email Address※	megumihiguchi@example.c		
Password※	••••••••	Password confirmation※	••••••

2) Fill in the required fields or change the information. => Save

You can change your password here.

FYI: How to add / change user's information (2)

Select the registered user again and make sure to check all the programs you are responsible for.
=> Save