

Online Application System Guidebook 2025

A step-by-step guide for registering your application online

Master of Public Management and
Administration Course
(MPMA)

Graduate School of Business
Rikkyo University

User Guide (Create and Manage My Page)

Step1

- MPMA applicants enter their profile and create My Page

Step2

- MPMA applicants pay the application fee by credit card and complete the creation of the My Page

Step3

- On your My Page, upload all the necessary documents for the MPMA application

NOTICE: Before you start the application procedure

✘ The Application Online System times out automatically when **180 minutes** have passed after the first input, and once entering the information you cannot save them temporary.

Since the online processing may take time for uploading your ID photo and application documents, and paying the application fee, you should prepare thoroughly in advance.

1. Your email address will be used not only as a log-in ID to access My Page of the Online Application System, but also to receive the important information regarding the admission process such as details and notification of admission exam. You should prepare the email address which is duly available until the admission ends and daily browsable. You cannot change the email address once registered into the system.

Be sure to set the domain reception of the email from @rikkyo.ac.jp.

2. Your ID photo is required which should be taken under the certain condition as follows.

- *Your head and shoulder should face straight on
- * Plain background
- *NO hats
- *Focus on the face
- *Sized 4"x 3" (or height: 4cm, width 3cm)
- *Color or black and white, taken within the last 3 months

<These photos are **NOT** acceptable>

- *Image is blurry
- *Cropped or digitally edited from a snapshot
- *Hard to distinguish the face

The photo is capable of being uploaded under the following condition.

- *File format: JPEG(JPG) or PNG
- * File size: within 5MB
- *Height: more than 160px Width: more than 120px

3. Payment of the application fee can only be made using credit card. Visa, Master Card, JCB, American Express and Diners Card are accepted.

4. Be sure to prepare the requirements along the Admission and Examination Guide in order to upload them in the designated format.

5. System requirements for the online application

(1) Recommended browser:

Internet Explorer 11.x (Compatibility view is not recommended)

Microsoft Edge (Compatibility view is not recommended)

Google Chrome (Latest version)

Safari (Latest version)

(2) Operation with multiple tabs is not available.

(3) Browsing on the computer is highly recommended.



[Japanese/English](#)



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 time out automatically 180 minutes after you start entering the information. 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: <input type="text"/>
Major · Course [Required]	Major: <input type="text"/> Course name: <input type="text"/>
Master/Doctor [Required]	Master Doctor: <input type="text"/>
Admission Category [Required]	Admission Category: <input type="text"/>

Select "Graduate School of Business".

Select each items as follows.
Major: International Business
Course name: MPMA
Master/Doctor: Master, September Enrollment
Admission Category: General

You can change language to click here.

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.)

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

If your first language is not English, and your undergraduate degree was not from a program entirely conducted in English, you are required to submit language test scores to prove your proficiency in the English language.

For more details on page 8-9 MPMA Admission and Examination Guide

GMAT or GRE Score

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

No need to fill in for MPMA applicants.

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 (including 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\(Acquired Privacy Mark Certified\)](#)

I have understood the above conditions regarding the handling of personal information (including the handling of personal information to third parties for the payment of my application fee) and desire to handle my personal information in accordance with the above conditions.

Check the box and move to the next.

Back

Next

Registration of Personal Information

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

Back

Next

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. <u>In case you are applying for more than one department/major, please use a respective password for each application.</u>
Name (Chinese character) [Required]	Last name : <input type="text"/> Example)立教 First name : <input type="text"/> Example)大介 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)リッキョウ First name : <input type="text"/> Example)ダイスケ 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 alphabet [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]	<input type="text"/> Year <input type="text"/> Month <input type="text"/> Day <input type="text"/> (Age as of April 1, 2021). <input type="text"/> (Age as of September 20, 2021).

Full Mailing Address

Current and residence [Required]	<input checked="" type="radio"/> In Japan <input type="radio"/> Outside Japan *The admission letter will be sent to this address.
Post number : [Required]	<input type="text"/> Search Address Mailing addresses with Japanese characters will be displayed by clicking the "Search Address" button. Example) 171-8501 ※Lower case number with hyphen
Prefecture : [Required]	<input type="text"/>
City and Ward : [Required]	<input type="text"/> Example) Minami-Kobunjo, Toshima-ku
Street number : [Required]	<input type="text"/> Example) 3 - 3 4 - 1
Apartment :	<input type="text"/> Example) 1 - 3 0 1 R i k k y o A p a r t m e n t 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

Postal Code [Required]	<input type="text"/> *Please use single-byte alphanumeric characters.
State/Province/Region [Required]	<input type="text"/> *Please use single-byte alphanumeric characters.
Address/Street/City [Required]	<input type="text"/> *Please use single-byte alphanumeric characters.
Country [Required]	<input type="text"/> <input type="button" value="v"/>

Email Address

Email Address

[Required]

*Please set your mobile phone to allow messages from the domain "rikkyo.ac.jp" in case of any restrictions.

*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]

*Please use single-byte alphanumeric characters.

Mail Submit Test

Please be sure to send a test email.

You should prepare the email address which is duly available until the admission ends and daily browsable.

You cannot change the email address once registered into the system.

Be sure to set the domain reception of the email from @rikkyo.ac.jp.

Click the "**Mail Submit Test**" button and make sure you have received the email from Rikkyo Online Application System.

Without this process, you cannot move on to the next step.

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.
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 recognized 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.

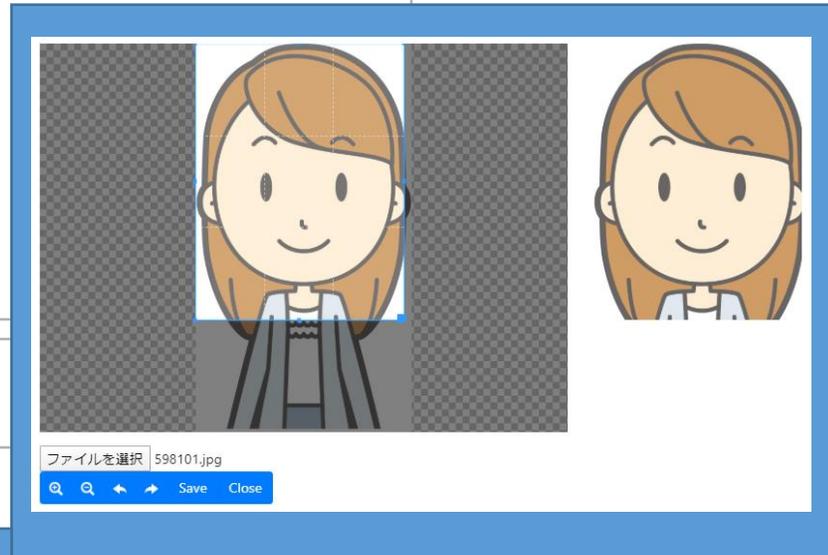
Your face
photograph
[Required]



- (1) Click the "Select Photo" button
- (2) Select your ID photo data
- (3) Adjust your face is fit in the center
- (4) Click the "Save" button

Your face
photograph
Upload

Select Photo



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 [Required]	<input type="text"/>
Student ID Number (University)	<input type="text"/> Student ID number if currently or previous enrolled in Rikkyo.
Student ID Number (Graduate School)	<input type="text"/> Student ID number if currently or previous enrolled in Rikkyo.

Enrollment at Rikkyo University:
"No" , "Currently enrolled",
"Graduated from/completed program(s) at Rikkyo",
"Withdrew/dismissed from Rikkyo"

***If you are /were a credited auditor or special international student, select "No".**

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.

University① [Required]	<p>University <input type="text"/></p> <p>Name of Undergraduate School <input type="text"/> Department/Course of Study <input type="text"/></p> <p>Country <input type="text"/></p> <p>Other: <input type="text"/></p> <p>Degree (expected to be) obtained <input type="text"/> Date of (expected) completion <input type="text"/></p> <p>Entrance Date <input type="text"/> Year <input type="text"/> Month Enrollment category <input type="text"/> ~ Graduation Date <input type="text"/></p> <p><input type="text"/> Year <input type="text"/> Month Enrollment category <input type="text"/></p>
University②	<p>University <input type="text"/></p> <p>Name of Undergraduate School <input type="text"/> Department/Course of Study <input type="text"/></p> <p>Country <input type="text"/></p> <p>Other: <input type="text"/></p> <p>Degree (expected to be) obtained <input type="text"/> Date of (expected) completion <input type="text"/></p> <p>Entrance Date <input type="text"/> Year <input type="text"/> Month Enrollment category <input type="text"/> ~ Graduation Date <input type="text"/></p> <p><input type="text"/> Year <input type="text"/> Month Enrollment category <input type="text"/></p>

University②:
For the applicants who have earned double degrees

Select "Enrolled"

Select "Graduated" or "Expected to Graduate"

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 the following options after "Graduate of university located outside Japan (including double-degree program)"</p> <ul style="list-style-type: none"><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>Note: "Graduate School of Business Administration" is a different course from MPMA, Graduate School of Business. Do not select anything other than "None of above".</p>
	<p>*If you have had any transfers or withdrawals from the schools you attended, please list the reasons in the following space.</p> <p>Example) ○○Elementary School, entered April XX, transferred March XX, ▲▲Elementary School, transferred to ●●School, withdrew XX)</p> <p>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.</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	<p>Select "None of above". No need fill in the following (Notes on Educational Background).</p>

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 Business Administration and Graduate School of Social Design Studies can list any practical activities related to social issues.

Work experience [Required]	<input type="radio"/> Yes <input type="radio"/> No

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, complete this section.

1	Month and year of acquisition <input type="text"/> <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> Month
	Content <input type="text"/>
2	Month and year of acquisition <input type="text"/> <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> Month
	<input type="text"/>

Fill in all required items and confirm your personal information is correctly registered.



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>



Confirm the Admission Guide for acceptable credit cards.

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 セキュリティコードを入力してください (Security Code)

セキュリティコードとは
クレジットカード表面の署名部の上に記載されております数字の、右から3桁を指します。
(1234 567と記載されている場合は567がセキュリティコードになります)
The security code is the 3-digit number listed on the back of credit card. It is usually located above signature field.

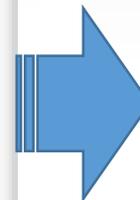
ほとんどのケースは上記に該当しますが、一部のクレジットカードにつきましてはクレジットカード表面のカード番号上部に記載されております4桁の数字を指すケースもあります。
ご不明な場合は、お持ちのクレジットカード会社にお問合せ下さい。
While most credit cards show a 3-digit security code, but some credit cards may have a 4-digit security code listed above card number on the front.
If you have any questions, please contact your credit card company.

キャンセル Cancel **次へ Next**

下記の内容で選考料を支払います。
内容をご確認の上、よろしければ「購入」ボタンを押下ください。
Your payment details are listed as follows.
Please review them before you press the "Purchase" button.

お支払方法 Payment method	クレジット Credit card
商品名 Payment Details	入学選考料金 Application fee
ご購入金額 Payment amount	¥36,500

戻る Back キャンセル Cancel **購入 Purchase**



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



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



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	0508951461 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	2020/12/09 18:24:51 (Settled)

[Access My Page](#)

At this point, required information was only registered in the system and your application has not been completed yet. Make sure to access "My Page" and upload all required documents during the application period.

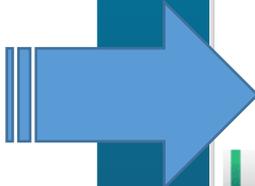
You may also find how to access "My Page" from the announcement which will be sent to you from Rikkyo University via email after your application was registered.

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



Applicant information

Name in katakana	aaa aaa
Email address	mueno@rikkyo.ac.jp
Date of birth	1989 Year 05 Month 01 Day (31years old) (Age as of April 1, 2020)

Application History

Online application number	1967965728
Date of Application	2020/10/06
Examination you're applying for	Graduate School of Sociology Sociology No Master (Spring Exam) : April enrollment International Students
Payment status	Paid 2020/10/06 17:05:46
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

Examination Admission Ticket (Application admission ticket) , which includes your Examinee Number, is issued after the application period is closed.

Once issued, you can download it directly from this page.

Print out and keep it carefully because it should be required for every process until the enrollment procedure.

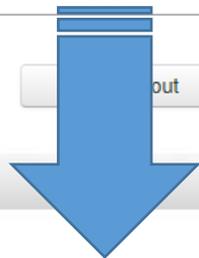
No need to print out nor submit these items for MPMA applicants.
Just keep them for your own if necessary.

According to the Entrance Exam Guidelines, please follow the procedure of uploading the 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. Please note that if you forget to upload or mail documents, the online application procedure will not be deemed complete.

* Applicants to a graduate school or examination category that do not require uploading documents go through the upload procedure.

[File upload](#)



Upload

Notes on uploading the application documents

* Please select the application documents you want to upload from the application documents. 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]. Confirmation is not acceptable unless you click [Confirm].

* Please note that the uploading cannot be completed unless you click [Confirm].

Answer Sheet or Pre-assignment

Research Proposal

Certificate of Grades and Credits

CHSI

Certificate of Graduation (expected graduation)

学士号 (B.A等) 取得 (見込) 証明書

CDGDC

Certificate of English Qualification/Certification Examination

日本語能力に関する証明書

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

修士学位取得 (見込) 証明書

Summary of Master's Thesis

Master's Thesis

Other Achievements

Notification Form Regarding Language and Dictionary Used for Answering

Family Register

Certificate of Withdrawal (only for those withdrawing from Rikkyo University)

Application Form for MPMA and MSDA

Followings are the documents you should upload here.

- Research Proposal
- Certificate of grades and credits
- Certificate of Graduation (expected graduation) for Bachelor Degree
- Certificate of English Qualification (For those whose score is not reported to Rikkyo directly)
- Statement of Purpose
- Application form for MPMA and MSDA

※ If applicable, Certificate of Qualification should be uploaded as "Other Achievement".

Upload1	File : <input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Upload2	File : <input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Upload3	File : <input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="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.

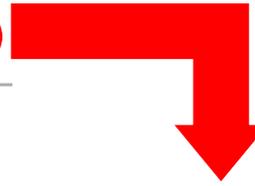
Read carefully to make sure how to upload files.



The screenshot shows a web interface for uploading files. On the left, there is a grey button labeled "Upload1". To its right is a file selection area with the label "File :". Inside this area, there is a button labeled "Choose File" which is circled in red. To the right of the "Choose File" button, the text "No file chosen" is displayed. Further to the right, there is a blue button labeled "Upload" which is also enclosed in a red box. A red arrow points from the "Upload1" button to the "Choose File" button, and another red arrow points from the "Upload" button to a text box below.

Click "Choose File" and select the file to be uploaded here, and then click "Upload".

Upload1	File : Research Proposal 0508951461_Research Proposal_20201209_184929.docx	Delete	Confirm	
Upload5	File : Research Proposal 0508951461_Research Proposal_20201209_184929.docx			Status:Upload Complete



- ✘ Make sure to upload all required documents during the application period.
- ✘ Be careful not to upload the wrong file, since you cannot replace it once upload is confirmed.

Click “Confirm” and make sure that the status turns to **“Upload Complete”**.
Without this process, the file is not uploaded and your application may fail to complete.