# Admission And Examination Guide 2026

For September 2026 Admission

The Master of Social Development And Administration (MSDA) Course

Graduate School of Social Design Studies
Rikkyo University

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# 1 Application Procedure Flow

The schedule, key dates, and deadlines for the application process are as follows:

**April 1 to 15, 2026** ① **Online application period**

**April 15, 2026** ② **Document submission deadline**

See pages 8 to 11.

**May 8, 2026** ③ **Announcement of document screening results**

See pages 11 to 12.

**May 16 to 27, 2026** ④ **Oral examination**

See page 12.

**June 5, 2026** ⑤ **Announcement of final results**

See page 12.

**July 3, 2026** ⑥ **Enrollment procedure deadline**

See page 13.

All dates and times indicated in this Guide are based on Japan Standard Time.

## 2 Admission Capacity

The admissions quota for 2026 is as follows:

| Program | Stream | Admission Capacity **Note 1** |
|---|---|---|
| Social Design Studies | MSDA Stream | 50 |

**Note 1:** This figure shows the total number of students to be accepted into the Graduate Program in Social Design Studies. The intakes from the Social Design Course (April enrollment, taught in Japanese) and the Linkage Double-Degree Programs are also included in this figure. Admission is strictly based on the entrance examination performance, and applicants are not guaranteed admission even if the total number of applicants does not reach the admission capacity.

# 3 Schedule

*The timeline shows Japan Standard Time (JST)

| | |
|---|---|
| Online application period (**Note 1**) | Wednesday, April 1 – Wednesday, April 15, 2026 |
| Announcement of initial document screening result (**Note 2**) | 11am, Friday, May 8, 2026 |
| Oral examination (**Note 3**) | Saturday, May 16 – Wednesday, May 27, 2026 |
| Announcement of final result (**Note 4**) | 11am, Friday, June 5, 2026 |
| Enrollment procedure deadline (**Note 5**) | Friday, July 3, 2026 |

The results of both screenings will be posted on the MSDA website.

**Note 1:** Application procedures are as follows:

(1) Applications begin by registering on the Online Application System.
Please access the Online Application System on the admission page of the MSDA website.
https://msda.rikkyo.ac.jp/admissions_n_visa.html

(2) The application fee must be paid by the stated application submission deadline.
For details, please refer to page 7.

(3) Application documents must be uploaded to the Online Application System by the due date, April 15, 2026.

**Note 2:** The submitted application documents will be reviewed for initial document screening. The Examinee Numbers of all successful applicants who pass the initial document screening will be posted on the MSDA website.
https://msda.rikkyo.ac.jp/admissions_n_visa.html

**Note 3:** Successful applicants will receive an email specifying the details and schedule of the oral examination along with their initial document screening results.

**Note 4:** The Examinee Numbers of all successful applicants who pass the oral examination will be posted on the MSDA website. Results and other notifications will be mailed to successful applicants on the date of the final result announcement.

**Note 5**: Please refer to page 13 for details of the enrollment procedures.

## 4 Conditions of Eligibility

In accordance with Japanese Law, in order to be eligible, applicants must satisfy at least one of the following conditions by September 19, 2026:

**1.** Graduated with a bachelor's degree from an undergraduate degree program at an officially recognized Japanese university.

**2.** Received a bachelor's degree conferred by Japan's National Institution for Academic Degrees Quality Enhancement of Higher Education.

**3.** Graduated with a bachelor's degree from an undergraduate degree program at a university overseas and having completed a total of 16 years of formal education.

**4.** Graduated with a bachelor's degree from an undergraduate degree program at a university overseas by correspondence or online while residing in Japan and having completed a total of 16 years of formal education.

**5.** Graduated with a bachelor's degree from an undergraduate degree program officially run by an overseas university located in Japan which has been specially recognized by the Ministry of Education, Culture, Sports, Science and Technology (MEXT).

**6.** Graduated with an equivalent degree to a bachelor's from a university or an equivalent institution overseas after having completed a program of at least 3 years in duration. This includes degrees awarded after completion of a program which includes study by correspondence undertaken within Japan and/or study undertaken at officially recognized facilities run by the respective educational institution located in Japan.

**7.** Graduated from a Specialist Course of 4 or more years in duration at a vocational school which is officially recognized by the MEXT.

**8.** Have graduated from an educational institution in Japan as defined and accredited under the old Japanese education system.

**9.** Graduated from an undergraduate degree program at any one of the National Defense Academy, the Japan Coast Guard Academy, and the Meteorological College of Japan.

**10.** Be at least 22 years of age as of September 20, 2026, and be individually certified by Rikkyo University Graduate School of Social Design Studies to have attained an academic competency that is equal to or surpasses the level expected of a university graduate. Those who plan to apply on the basis of this condition must undergo a separate review to verify their eligibility prior to their application. For details on the review procedures, please contact the MSDA Course Office (msda@rikkyo.ac.jp) before January 31, 2026.

**Notes:**

(1) A university or equivalent institution is defined here as an educational institution which is recognized by any one of the respective governments of that nation, an officially recognized accreditation body in that nation, and officially certified by the MEXT.

(2) Successful applicants who claimed eligibility in accordance with any of the first 9 of the above conditions will be disqualified and their admission revoked in the event that they are unable to prove on or before September 19, 2026 that they met the respective requirement.

## 5 Application Fee

The application fee in Japanese Yen is ￥35,000. This fee does not include the handling charge of ￥1,500. The total amount must be paid according to the following procedure:

1. Pay the application fee in Japanese Yen using one of the methods shown on the Online Application System. Payment can be made using a credit card (Visa, Master Card, JCB, American Express, and Diners Card are accepted).
2. Payment must be completed within the application period. Please note that the payment made after this period cannot be accepted.
3. Keep a printout of the completion notice sent by the Online Application System when you make your payment.

The application fee is non-refundable and can only be paid through the online application system. It cannot be paid in cash, by postal money order, or through an overseas bank remittance.

## 6 Application Documents

Applicants are required to submit the documents as specified below:

Documents Nos. 1 to 8 should be submitted through the **Online Application System** by **Wednesday, April 15, 2026.**

1. MSDA Application Form
2. Research Proposal
3. Statement of Purpose
4. Certificate of Graduation (Expected graduation) for Bachelor's Degree and Master's Degree (if applicable)
5. Certificate of Grades and Credits (in English from the university graduated or expected to graduate)
6. ID photo in passport size (height: 4cm, width: 3cm)
7. (If your first language is not English or if your undergraduate degree was not from a program taught *entirely* in English) Certificate of English Qualification such as TOEFL iBT® Test, IELTS or TOEIC® Test score
8. (If applicable) Certificate of Qualification: If you are applying under the "equivalent qualification" described on page 6, No. 10 in "*Conditions of Eligibility*", submit documents that provide proof of equivalent qualifications.

Documents Nos. 9 and 10 should be sent **by email directly to the MSDA Office** (msda@rikkyo.ac.jp) to reach by **Wednesday, April 15, 2026.**

9. One Reference Letter (in any format)
10. (If you have graduated, or will graduate, from a university and/or graduate school in China) Online Verification China Degree Electronic Certification Report and Online Verification Report of China Higher Education Student's Academic Transcript issued by CHSI

**Note 1:** For Documents 1 to 3, formats are downloadable from the MSDA website. (https://msda.rikkyo.ac.jp/admissions_n_visa.html)
**Note 2:** Documents No. 1 to 8 must be uploaded to the Online Application System.
**Note 3:** For submission, Word documents should be saved as PDF files.
**Note 4:** A reference letter must be submitted by your recommender directly to the MSDA office by email.
**Note 5:** We do not take into consideration any additional documents, such as the score of the Japanese-Language Proficiency Test or an academic paper you previously wrote.
**Note 6:** Applicants who pass both screening phases and are offered a place in the MSDA course will be required to submit original hard copies of the following documents. Successful applicants will be informed of the submission procedures and deadline for these documents during the enrollment process.

(1) Certificate of Graduation for Bachelor's Degree and Master's Degree (if applicable)
(2) Certificate of Grades and Credits in English from the university graduated
(3) Certificate of English Qualification (for those who do not choose the direct delivery system)

Prepare the application documents in accordance with the instructions below.

| | | |
|---|---|---|
| **1** | **MSDA Application Form** | Enter the necessary information in accordance with instructions. For the Academic Background, list all the institutions that you have attended and are currently attending. Make sure to provide the full name(s) of the degree(s) (e.g., Bachelor of Arts in Economics) you have earned or are due to earn. |
| **2** | **Research Proposal** | Approximately 1,000 words (the word count does not include the references) in length, word-processed and double-spaced on A4 size paper. Use "Calibri" font, size 11. Explain your research plan, by specifying the research topic, background information, purpose, and goal. |
| **3** | **Statement of Purpose** | Approximately 1,000 words in length, word-processed and double-spaced on A4 size paper. Use "Calibri" font, size 11. |
| **4** | **Certificate(s) of Graduation (Expected graduation) for Bachelor's Degree and for Master's Degree (if applicable)** | Must be issued by the university from which the applicant graduated. If you are due to graduate, a certificate of expected graduation should be submitted instead. In either case, the certificate should indicate the full name of your degree (e.g., Bachelor of Arts in Economics).<br><br>Not required for those who have graduated (or are due to graduate) from Rikkyo University.<br><br>* In addition to the above, applicants who have graduated or will graduate from a university or graduate school in China must submit an Online Verification China Degree Electronic Certification Report through the China Higher-education Information and Student Information (CHSI). The certificate must be sent via email directly to the MSDA Office (msda@rikkyo.ac.jp) by the CHSI. The certificate forwarded by the applicant is invalid.<br><br>Applicants who are expected to graduate should follow the above procedure as soon as they graduate from the university or graduate school. |
| **5** | **Certificate of Grades and Credits** | Must be issued by the university from which the applicant graduated or are expected to graduate.<br><br>Not required for those who have graduated (or are due to graduate) from Rikkyo University.<br><br>* In addition to the above, applicants who have graduated or will graduate from a university or graduate school in China should submit an Online Verification Report of China Higher Education Student's Academic Transcript through the CHSI. The Academic Transcript must be sent via email directly to the MSDA Office (msda@rikkyo.ac.jp) by the CHSI. The certificate forwarded by the applicant will be regarded invalid. |

<table>
<tr><td>6</td><td>ID photo</td><td>An ID photograph of the applicant must be taken within 3 months, 4cm x 3cm in black and white or in colors. The photograph must show the face of the applicant clearly, with the applicant facing forward, with no hat and against a plain background. An image that has been edited or modified is not acceptable.</td></tr>
<tr><td>7</td><td colspan="2">TOEFL iBT® Test, TOEIC® or IELTS Test Scores<br>If your first language is not English, or if your undergraduate degree was/will be not from a program taught entirely in English, you are required to submit language test scores to prove your English proficiency. TOEFL Home Edition, IELTS Online (Indicator) are not accepted.<br>-Exemption of English score submission<br>a. Non-native English speaker whose degree was/will be from a program taught entirely in English: an official (university issued) certificate that indicates that the program is entirely taught in English is required. Contact the MSDA Office (msda@rikkyo.ac.jp) before the submission deadline if you have a problem in obtaining such a certificate.<br>b. Non-native English speaker whose degree was/will be from a university in a country whose official language is English, such as US, UK, Canada, and Australia: the certificate of graduation and certificate of grades and credits will suffice as a proof of English proficiency.</td></tr>
<tr><td></td><td>TOEFL iBT®</td><td>The scores must be from a test taken on May 17, 2024 or later. Input the date when you took the exam in the field "exam date" (TOEFL) on the Online Application System. The electronic official score report must be sent directly from the Educational Testing Service to Rikkyo University before the submission deadline for the application documents. The Educational School Code (ETS code) for Rikkyo University is "0751."</td></tr>
<tr><td></td><td>TOEIC®</td><td>The scores must be from a test taken on May 17, 2024 or later. Input the date when you took the exam in the field "exam date" (TOEIC) on the Online Application System. A copy of the Official Score Report must be sent to msda@rikkyo.ac.jp before the submission deadline for the application documents. If you pass the entrance examination, please send the original score report by mail along with the enrollment documents.<br><br>To send a paper copy, the score report should be sent to:<br>Name of school/organization<br>Graduate School of Social Design Studies, Rikkyo University<br>Address<br>3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo 171-8501 Japan<br>Name of receiving dept / section / person-in-charge<br>Independent Graduate Schools Office,<br>Graduate School of Social Design Studies<br>Rikkyo University</td></tr>
<tr><td></td><td>IELTS</td><td>The scores must be from a test taken on May 17, 2024 or later. Input the date when you took the exam in the field "exam date" (IELTS) on the Online Application System. The electronic version of the Official Test Report Form should be delivered directly to Rikkyo University before the application documents submission deadline.</td></tr>
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| | | |
|---|---|---|
| 8 | **Certificate of Qualification** (If applicable) | If you are applying under the "equivalent qualification" described on page 6, No. 10 in "*Conditions of Eligibility*", submit documents that provide proof of equivalent qualifications. |
| 9 | **Reference Letter** | One reference letter is necessary, which should be remarked by your supervisor or professor, whoever is concerned with your academic life. The letter must be submitted by your recommender directly to the following address by email.<br>【MSDA Office: msda@rikkyo.ac.jp】<br>This email should be titled as [Reference letter to MSDA Office] and include the applicant's name in its text.<br>The format of the letter does not matter. |

**Notes on the application documents**

(1) Those who are applying based on No. 2 under Conditions of Eligibility (see page 6) must submit a "Graduation certificate (or certificate of expected graduation for those graduating by September 2026)," under application documents, in accordance with the requirements listed below.
- –Those who hold a bachelor's degree: Bachelor's degree certificate issued by the National Institution for Academic Degrees and University Evaluation
- –Those who will receive a bachelor's degree:
  - a) Those enrolled in a non-degree course at a junior college or at a technical college accredited by the National Institution for Academic Degrees and University Evaluation: A certificate of expected graduation issued by the school, declaring that the applicant is due to graduate and a degree application certificate signed by the head of the school.
  - b) Those other than the above: A "degree application certificate" issued by the National Institution for Academic Degrees and University Evaluation.

(2) Unless otherwise specified by the MSDA Office, all documents and certificates submitted must be written in either English or Japanese.

(3) If the name printed on the certificate is different from the applicant's present name, please attach a document for official proof of name change (family register copy, etc.). The submitted document will only be used to confirm that the applicant is the same person. Once admitted, students may be allowed to use "maiden/former names" or "nicknames" by filing out the application. Please refer to the Enrollment Guidebook which will be sent to successful applicants.

(4) Rikkyo University may request an additional document to confirm your name on the submitted documents.

(5) Application documents received by Rikkyo University will not be returned for any reason.

(6) There is no need to submit a copy of the health examination report, as all incoming students will take the health examination at the time of enrollment.

## 7 Examination Admission Ticket

An examination admission ticket will be issued to all applicants after application documents have been officially received, processed, and verified. This ticket shows your Examinee Number, which will be used to identify applicants and announce the screening result.

**Upon issuance of the examination admission ticket on the Online Application System, the applicants will be contacted via email. The Examination Admission Ticket can be downloaded directly from the Online Application System. Please print it out and keep it carefully.**

## 8 Entrance Examination

The entrance examination consists of two parts: the document screening (review of submitted application documents) and the oral examination.

For those applicants who have successfully passed the document screening, their Examinee Numbers will be posted on May 8, 2026, on the MSDA website below.

https://msda.rikkyo.ac.jp/admissions_n_visa.html

Applicants who have successfully passed the document screening will be invited for the oral examination. It is scheduled as follows:

| | |
|---|---|
| **Oral Examination Date** | **Saturday, May 16 – Wednesday, May 27, 2026** |

(1) Applicants residing outside Japan may take this examination online at the time and by the method designated by the University.

(2) Applicants residing within Japan will be notified regarding the interview method (in person or via video conference) as a part of the interview invitation announcement.

(3) All applicants must take the examination at the time and by the method designated by the University. Requests for schedule changes will not be accepted.

**Note 1: No additional materials are necessary to submit or display when you attend the oral examination.**
**Note 2: If the applicant is physically disabled, ill or suffering from injuries and requires special consideration for the examination, please contact the MSDA Office in advance, and submit an "Application for Special Examination Arrangements".**

## 9 Announcement of Final Results

The final result will be announced at 11:00 am on **Friday, June 5, 2026.**

The Examinee Numbers of successful applicants will be posted on the MSDA website as below.

https://msda.rikkyo.ac.jp/admissions_n_visa.html

An Acceptance Letter will be sent to all successful applicants on the announcement day, via special registered express mail for those in Japan and via courier for those residing overseas.

## 10 Enrollment Procedures

The Enrollment Procedures consist of the following two steps.

**Step 1: Payment of academic fees and others**

Rikkyo University must be able to confirm the payment on or before Friday, July 3, 2026.

**Step 2: Enrollment documents**

Enrollment documents must be submitted to Rikkyo University by Friday, July 3, 2026. Details will be announced to all successful applicants by mail or email. Please note that the enrollment documents that are submitted will not be returned for any reason.

**Academic fees and other payments for the first year**

| | | |
|---|---|---|
| Academic fees | Tuition<br>(at the time of enrollment) | JPY 1,800,000<br>(JPY 900,000) |
| Other payments | Student mutual-aid health insurance union fee<br>(at the time of enrollment) | JPY 3,500<br>(JPY 1,750) |
| **Total amount to be remitted by July 3, 2026 for the first semester** | | **JPY 901,750** |
| **Total amount to be remitted in the spring semester of 2027**<br>***The tuition fee for the second semester will be charged in May 2027.** | | **JPY 901,750** |

The academic fees and other payments shall be paid in two equal installments: the first installment as specified above and the second installment in the spring semester of 2027.
Applicants should be ready to make a payment arrangement well before the deadline so that the payment of the first installment can be confirmed on the university's side by July 3, 2026, at the latest.

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**Notes for academic fees and other payments**

**(1) Details for academic fees and other payments will be announced in the "Enrollment Guidebook", which will be sent to all successful applicants.**

**(2) The tuition includes a semester enrollment fee of 60,000 JPY per semester, for a total of 120,000 JPY per year.**

## 11 Withdrawal Procedures

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.

The procedures for a refund for both cases are explained below. More detailed procedures are included in the "Enrollment Guidebook" that will be sent to all successful applicants. Those who intend to withdraw and apply for a refund should refer to the guidebook. If you have any inquiries, please contact the Admissions Office.

**Case A:**
How to file for withdrawal

Complete all of the following (1) through (2) **by Friday, September 18, 2026.**
(1) Contact Admissions Office via the following email address.

・Email: admissions@rikkyo.ac.jp

(Mon.-Fri. 10:00a.m.-4:30p.m. Sat. 10:00a.m.-12:00p.m.)

(2) Procedures in the Online Enrollment System.
*No need to submit documents.

**Case B:**
How to file for withdrawal

Complete all of the following (1) through (3) **by Wednesday, September 30, 2026.**
(1) Contact Admissions Office via the following email address.

・Email: admissions@rikkyo.ac.jp

(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).

## 12 Others

### 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. The nationals of the Philippines, Nepal, Vietnam, Indonesia, Myanmar, or China are required to undergo this pre-entry tuberculosis screening and submit a "TB Clearance Certificate" when they apply for a Certificate of Eligibility (COE).

The JPETS start dates vary by country. To avoid the delays in COE applications after the acceptance 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 June 2025. Targeted countries and implementation dates are subject to change. All applicants, including those who are not the 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)

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

Immigration Services Agency website

## 13 FAQs

Q. May I send the Reference Letter directly to the MSDA Office?

A. No. We only accept the submission by email which is sent by a recommender.

Q. May I submit a certificate in a language other than English or Japanese?

A. If an official certificate or transcript is not available in English, the document of the original language must be submitted along with an officially certified English translation.

Q. In order to pay the application fee, can I use a wire transfer from outside of Japan?

A. No. We only accept payments by credit card.

Q. Do you set a limitation on English ability when screening the application documents?

A. We do not place any restrictions on English proficiency. However, please note that all MSDA classes are only offered in English.

Q. Could you tell me about the screening criteria?

A. We do not disclose information about our screening criteria. Additionally, please note that we do not respond to any individual inquiries about reasons for non-acceptance.

Q. I would like to know the schedule after screening the application documents.

A. You may find the result on our website, and we will announce the date of the Oral Examination via email to applicants who have passed the screening.

Q. I would like to contact an MSDA professor. Could you give me her/his email address?

A. No. During the period from when the admission guidelines are published on the MSDA website until the application period closes, individual consultations with faculty members are not possible. If you have any questions, please contact the MSDA Office.

## 14 Contact

MSDA Office

E-mail: msda@rikkyo.ac.jp