

Online Application System Guidebook 2025

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

**For
General Applicants**

**Master of Social Development and
Administration (MSDA) Course**

Graduate School of Social Design Studies
Rikkyo University

User Guide (Create “Mypage” account)

Step 1

- Enter the necessary information to create Mypage account

Step 2

- Pay the application fee by credit card and complete the account creation

Step 3

- Upload documents required for MSDA application

Before you access to the application system:

Prepare all the documents to be uploaded and credit card information in advance (see pages 4 to 6). Once you starts a session, the information you enter cannot be saved, and the session will be timed out in **180 minutes** after the first input. Please take into consideration the processing time required for uploading and payment transaction.

For the Mypage account creation, you need:

1. Email address

Your email address will become your log-in ID to access the Mypage of the Online Application System. In addition, you will be notified of important information through emails regarding the admission process, including notification of an admission exam.

Your email address to enter this system should therefore be the one that you regularly check and that will be valid until the admission period ends. The email address you once register cannot be changed. Make sure that your account be set so that emails from the domain @rikkyo.ac.jp will not be blocked.

2. ID photo

Requirements

- *Size 4"x 3" (or 4cm x 3cm)
- *In color or in black and white
- *Taken within the last 3 months
- *Your head and shoulders facing forward
- *Solid background
- *No hats
- *Face in clear focus

<Do **NOT** submit>

- *A blurry photo
- *A photo cropped or digitally edited from a snapshot
- *A photo with poor or overexposed lighting that fails to make the face clearly visible

<Uploading requirements>

- *File format: JPEG (JPG) or PNG
- *File size: No more than 5MB
- *At least 160px tall and 120px wide

3. Credit card

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

4. Documents to be uploaded

Please refer to the list of documents on the Admission and Examination Guide.

5. Educational background information

You will be asked to enter your educational background information, including the names of the institutions, locations (countries), and periods (months and years) of attendance, for the elementary school up to the most recently graduated/currently attending school.

6. PC and browser

(1) Recommended browsers:

Microsoft Edge (compatibility view is *not* recommended)

Google Chrome (latest version)

Safari (latest version)

*Do NOT use Internet Explorer

(2) Operation cannot be made with multiple tabs open.

(3) Browsing on a computer, instead of a mobile phone or a tablet, is highly recommended.



Japanese/English



Click here to switch languages.

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 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: Graduate School of Social Design Studies
Major · Course [Required]	Major: Social Design Studies
	Course name: MSDA
Master/Doctor [Required]	Master Doctor: Master(Summer Exam) : September enrollment
Admission Category [Required]	Admission Category: General

Select "Graduate School of Social Design Studies".

Select:
Major = Social Design Studies
Course name = MSDA
Master/Doctor = Master, September Enrollment
Admission Category = General

Next

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\(Acquired Privacy Mark Certificate\)](#)

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 as follows.

Check this box to proceed.

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. <u>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.</u>
Name (katakana) [Required]	Last name : <input type="text"/> Example)リッキョウ First name : <input type="text"/> Example)ダイスケ <u>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.</u>
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, 2025) <input type="text"/> (Age as of September 20, 2025)

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"/> clicking the "Search Address" button. Example) 171-8501 ※Lower case number with hyphen	Postal Code [Required] <input type="text"/> *Please use single-byte alphanumeric characters.
Prefecture : [Required]	<input type="text"/>	State/Province/Region [Required] <input type="text"/> *Please use single-byte alphanumeric characters.
City and Ward : [Required]	<input type="text"/> Example) Nishi-Ikebukuro, Toshima-ku	Address/Street/City [Required] <input type="text"/> *Please use single-byte alphanumeric characters.
Street number : [Required]	<input type="text"/> Example) 3 - 3 4 - 1	Country [Required] <input type="text"/>
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	

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.

Enter an email address that you regularly check and that is valid until the admission period ends.

Your email account should be set such that emails from the domain @rikkyo.ac.jp will not be blocked.

Click the "**Mail Submit Test**" button to see you safely receive an email from Rikkyo Online Application System.

This test is required to proceed to the next step.

Your face photograph

Your face
photograph
[Required]

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 format.
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.

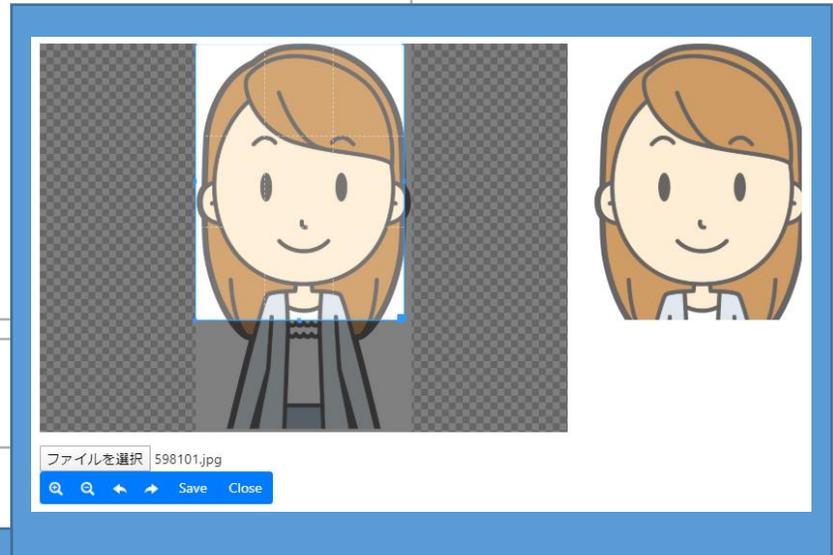
If the image is unclear or appears to be different from other ID photos in the submitted documents, you may be asked to re-submit your face photograph.



Your face
photograph
Upload

Select Photo

- (1) Click the "Select Photo" button
- (2) Select your ID photo data
- (3) Adjust the position of your face
- (4) Click the "Save" button



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:
Select an option "No", "Currently enrolled", "Graduated from/completed program(s) at Rikkyo", or "Withdrawn/dismissed from Rikkyo" from the pulldown menu.

***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"/> 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"/> Other: <input type="text"/></p> <p>Degree (expected to be) obtained <input type="text"/> Date of (expected) completion <input type="text"/> Year <input type="text"/> Month</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 apply for other graduate schools, select one of the following options after "Graduate of university located outside Japan (including double-degree program)."</p> <p><input type="radio"/>Graduate School of Tourism <input type="radio"/>Graduate School of Intercultural Communication <input type="radio"/>Graduate School of Business Administration <input checked="" 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>
Education-Academic History#1 Primary education (elementary school) [Required]	<p>*In case of any school transfers, please enter the names of all the schools using slashes and list the dates of entry and graduation at the school you transferred to by providing details in the section "Notes on Educational Background."</p> <p>Name of the school <input type="text"/></p> <p>Location (Country) <input type="text"/></p> <p>Period attended (from) <input type="text"/> Year <input type="text"/> Month Enrollment category <input type="text"/> ~ Period attended (to) <input type="text"/> Year <input type="text"/> Month Enrollment category <input type="text"/></p>
Education-Academic History#2 Secondary education (junior high school) [Required]	<p>*In case of any school transfers, please enter the names of all the schools using slashes and list the dates of entry and graduation at the school you transferred to by providing details in the section "Notes on Educational Background."</p> <p>Name of the school <input type="text"/></p> <p>Location (Country) : <input type="text"/></p> <p>Period attended (from) <input type="text"/> Year <input type="text"/> Month Enrollment category <input type="text"/> ~ Period attended (to) <input type="text"/> Year <input type="text"/> Month Enrollment category <input type="text"/></p>
Education-Academic History#3	<p>*In case of any school transfers, please enter the names of all the schools using slashes and list the dates of entry and graduation at the school you transferred to by providing details in the section "Notes on Educational Background."</p> <p>Name of the school <input type="text"/></p> <p>Location (Country) : <input type="text"/></p>

Select "Graduate School of Social Design Studies".

Describe your educational background.

Work Experiences, Licenses and Qualifications

Applicants to the Graduate School of Business Administration and Graduate School of Social Design Studies should select **“No.”**
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
<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	

Your work experience, if any, should be described on the Application Form.

Current name of the organization

Fill out this form only if you work in Japan.

Name of the organization	Name of the organization <input type="text"/>	Type of employment <input type="text" value="v"/>
	Department <input type="text"/>	Position <input type="text"/>
Post number :	<input type="text"/> Search Address Mailing addresses with Japanese postcodes can be entered automatically by "Search Address" button. Example) 171-8501 ※Lower case number with hyphen	
Prefecture :	<input type="text" value="v"/>	
City and Ward :	<input type="text"/> Example) Nishi-Ikebukuro, Toshima-ku	
Street number :	<input type="text"/> Example) 3-34-1	
Apartment	<input type="text"/> Example) 1 - 301 Rikkyo Apartment 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.	

Fill in only if you work in Japan.

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.

Describe your research and academic achievements if you have any.

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

Research Proposal

Research subject [Required]	-
Supervisor [Required]	First choice [Required] - Second choice [Optional] -

Enter a hyphen only.
Your research proposal should be uploaded from "Mypage."

Enter a hyphen.
A supervisor will be assigned after enrollment.



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>



See the Admission Guide for details.

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.

戻る
Back

Click the "Back" button to proceed.



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.
------------------------------------	--

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](#)

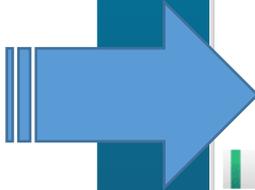
Information entry (application registration) has been made on the system, but your application process has *not* yet been completed. Access your "Mypage" and upload all the required documents during the application period. You may find how to access the "Mypage" from the email which you will receive from Rikkyo University after the payment.

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, which includes your **Examinee Number**, will be issued after the application period is closed. Once issued, you may download the ticket directly from this page. Print out and keep it safely. You will need the ticket for various processes until the enrollment procedure.

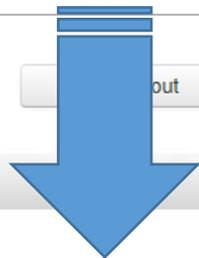
MSDA applicants do not use these documents other than the ticket.

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 list. Documents to be uploaded 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 Use
 Family Register
 Certificate of Withdrawal (only for those withdrawing from Rikkyo)
Application Form for MPMA and MSDA

Documents to be uploaded:

- Research Proposal
- Certificate of Grades and Credits
- Certificate of Graduation (expected graduation) for Bachelor Degree
- Certificate of English Qualification (if the test score is not reported by the test institution directly to Rikkyo)
- Statement of Purpose
- MSDA Application form

*The formats of Application form, Research Proposal and Statement of Purpose are downloadable from “Application forms” of the following MSDA website.

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

*To submit a Certificate of Qualification, upload it 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.



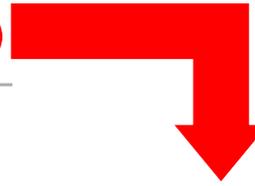
Read carefully before uploading files.

Upload1

File :

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 shows **“Upload Complete”**.

Otherwise, the file may not be successfully uploaded, and your application may not be completed.

After the uploading successfully ends, you are done with the application process. Thank you!