RU Exchange Program Online System Step-by-Step Guide
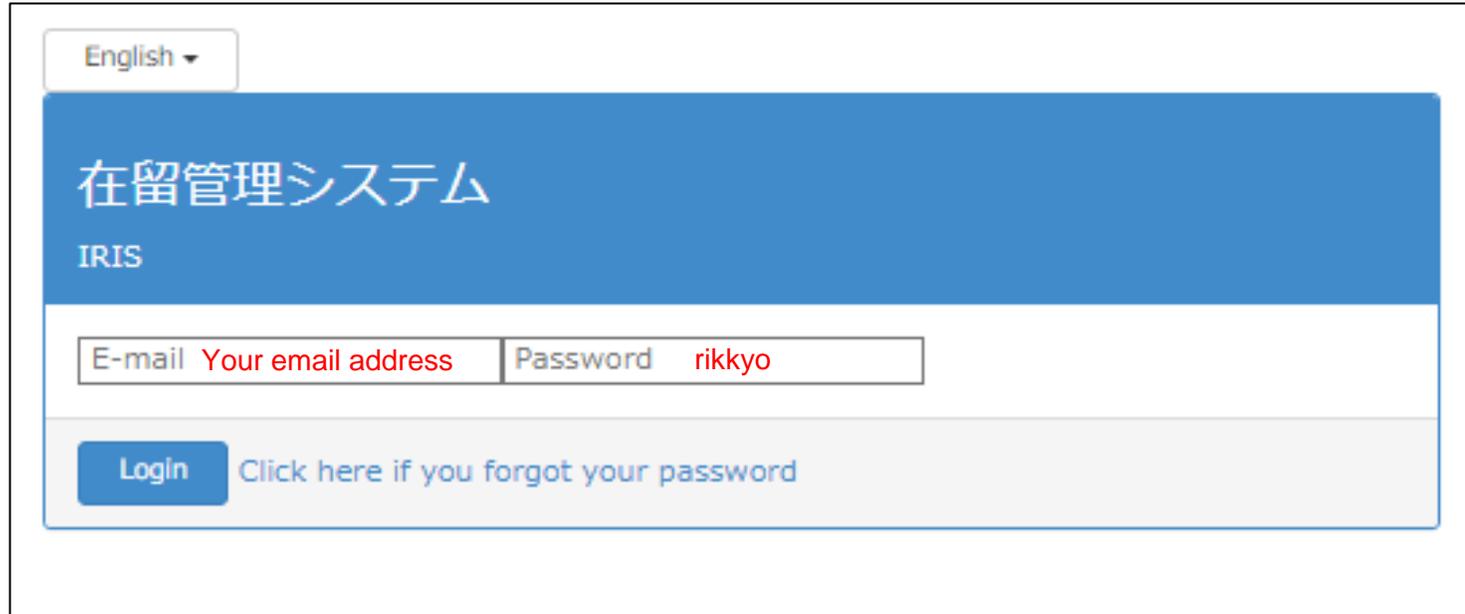
立教大学
RIKKYO UNIVERSITY

1) You should have received a message from noreply@iris.rikkyo.ac.jp as below.
2) Click the URL marked in red.
3) One university has one account which can be accessed by multiple users with respective email address and password. (Please refer to P.
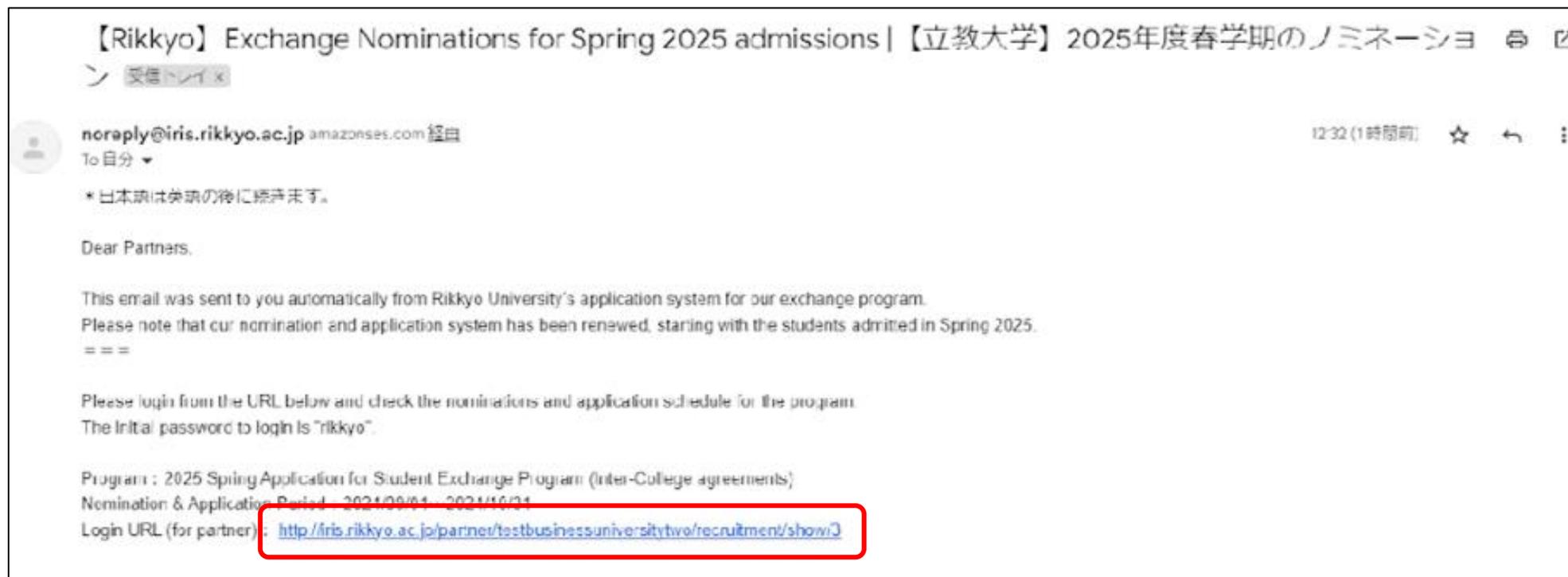
1) The URL will lead you to the log-in page that looks like below.
2) Type in the email address that you received the nomination message and "rikkyo" for the initial password.
3) Once you logged in, please change the password to a unique one.

English ▾

在留管理システム

IRIS

E-mail Your email address   Password   rikkyo

Login   Click here if you forgot your password

2. Nomination: Top Page

- Once you logged in, you will see the screen as below.
- To nominate students, click "Student" on the top menu.

1) Click "Nomination"

2. Nomination: Nominate your students

1) Fill out student's name and student's email address. You can leave the rest blank.
2) Click "Save" on the right top.

2. Nomination: Nominate your students

1) Click "Yes" to "Do you want to nominate?"

2) Click "Inter-College" for "Application Category"
3) Choose the term and agreement type for "Program"
4) Choose "Business" for "Program Detail"
5) Choose study level and the exchange term
6) Please fill in in "Comments", if there is anything we should know about the student.
7) Click "Check"

2. Nomination: Nominate your students

1) Review what you put and click "Nomination" if the information is correct.

Home University	Test Business University2
Student Name	JENNIFER SMITHH
Application Category	Inter-College
Program	2025 Spring Application for Student Exchange Program (Inter-College agreements)
Program Detail	Business
Course	Undergraduate
Period of Study	Full year
Comments	
Program Year	2025 Spring
Program period	2024/09/01 - 2024/10/31
Student Birthday	
Student email	jsmith@xxx.xx.xx

Back   Nomination

2) "Nominated" message will come up. Your nomination is completed!

Nominated

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

No:25SU10004

Close

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2. Nomination: See Application Status

- You can see the list of nominated students under the "Application" tab. The status should say "Nominated" when the nomination is completed.
- As your student moves forward with the application process, the application status will be updated.

3. Add Users

You can add multiple users to one institution account. Each user can set up its own password attached to the email address.

1) Go to "User" tab.
2) Click "Register"
3) Type in the information and click "Save"

3. Add Users

1) Fill out the information.
2) Choose "Administrator" for "Authority Classification".
3) Click "Save" on the right top.
4) Unfortunately you will not be able to delete the user once it's registered. However, you can disallow the user from accessing the account by clicking "Login Not Allowed Flag".

Any Questions?

If you have any questions about the new online nomination/application system, please feel free to contact us at cobincoming@rikkyo.ac.jp.

Thank you.