

May 2026

Dear all,

3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo Japan 171-8501  
Rikkyo Educational Corporation  
Accounting Office, Finance Division  
Tel.: +81-3-3985-2237

## **Request for registration of bank account for transfer of Academic fees and Other Payments**

We hope this letter finds you well.

Rikkyo University offers semi-annual payment of academic fees and other payments by direct debit (no handling charge) from your designated account at one of the many financial institutions in Japan.

The procedures for registering a deposit account in the account transfer method are as follows. Please read the following carefully and be sure to register for bank account transfer by the deadline.

If you have not registered by the due date, domestic transfer or foreign remittances are also accepted. See here for details.

[https://portal.rikkyo.ac.jp/fees/about\\_payment/nonyu?wovn=en](https://portal.rikkyo.ac.jp/fees/about_payment/nonyu?wovn=en)

### **I. Registration period for submission of the application form**

**\*We are currently accepting registrations for the substitute deposit account for the fall semester of the 2026 academic year.**

**Period : Friday 31st July 2026, 23:59**

\*For those who register on or after Saturday, August 1, tuition payments for the Spring 2027 semester will be processed via direct debit (until then, we will send you a payment slip).

\*Please note that if you change your bank account information on or after Saturday, August 1, the change will not be reflected in the direct debit for the Fall 2026 semester. For the Fall 2026 semester, payments will be deducted from the previously registered account. If you have closed your account or need to make other changes, please contact the Accounting Office.

\* If you do not register by the deadline, we may send you a reminder by mail at a later date, so please complete your registration by the deadline listed above.

\* We may not process direct debit payments in cases where tuition and other fees are reduced or waived under the “修学支援新制度”. Additionally, depending on your tuition payment status, you may be eligible for a refund; this account will be used as the refund destination, so please complete your registration.

## II. How to register (via the Internet)

Please follow the procedures on this page.

≪ URL ≫ : <https://srv4.asp-bridge.net/rikkyo/login/>



\*To sign in, you will need your student number and student's date of birth.

\*You can also apply with your smartphone by scanning the QR code.

\*The recommended browsers are Google Chrome (latest version), and Microsoft Edge (latest version).

\*Please make sure that JavaScript and cookies are enabled.

**\*When you receive an email from 決済ステーション**

**(info\_paymentstation@paymentstation.jp) with the subject line “【立教大学】口座振替のお申込完了を確認致しました”, your registration is complete. (Please be sure to confirm that you have received an email from the 決済ステーション.)**

## III. Points to note when registering for a transfer deposit account

The following is a list of the main requirements for each bank's procedures. The requirements and necessary information vary by financial institution. Please carefully check the information displayed on the screen in “Step 6” and “Step 8” of “IV. Web registration procedure for a bank account automatic transfer” that follows, and prepare the necessary information at hand before proceeding with the registration procedure.

### 【For those who can apply】

From [https://www.smbc-card.com/business/collection/service/cats/bank\\_list\\_internet.jsp](https://www.smbc-card.com/business/collection/service/cats/bank_list_internet.jsp), click on “金融機関ごとのメンテナンススケジュールはこちら” (Click here for the maintenance schedule for each financial institution) to see who is eligible to use the service and when it is available for each financial institution.

**\*Please note that Mizuho Bank is only available for individual Internet banking subscribers (saving or current account holders).**

### 【Examples of information required for application】

- Account information: branch name, account type (saving or current account), account number
- Cash card PIN number
- Date of birth
- For Internet banking users: contract number, login password, and one-time password
- The balance recorded in the last line of the bankbook
- Last 4 digits of the current balance of the account

The following page shows the procedure for registering a bank account automatic transfer on the web. Please check it out as well.

## IV. Web registration procedure for a bank account automatic transfer

### Step 1

Click on the URL or use QR code listed in “II. How to register (via the Internet)” to access the Rikkyo University Payment by Bank Account Automatic Transfer Registration Page

立教大学学費口座振替申込ページ  
Rikkyo University Payment by Bank Account Automatic Transfer Registration Page

学生番号  
Student ID Number

生年月日  
Date of Birth

次へ進む  
Next

Enter student ID number and date of birth.

\*Please complete the procedure within one hour.

### Step 2

Check the student information displayed and the information from university, then enter the required information

立教大学学費口座振替申込ページ  
Rikkyo University Payment by Bank Account Automatic Transfer Registration Page

学生情報 表示されている情報に誤りがないかご確認ください。  
Student Information Please check that the displayed information is correct.

学生番号  
Student ID Number

氏名  
Student Name

氏名カナ  
Student Name (Katakana)

大学からのご案内 2021/12/10更新  
Information from university

現在、2021年度秋季学期学費納入のための口座振替登録ならびに変更を受け付けています。  
We are accepting registrations for the 2021 fall semester.

※2021年度春季学期学費納入のための登録期間は終了しました。  
Registration period for 2021 spring semester has ended.

このあとこのページで口座情報の入力が終わりましたら、金融機関サイトから申込完了メールをお送りします。  
申込完了メールの送付先となるメールアドレスをご記載ください。  
If you would like an application completion email, please enter your address here.

※「@paymentstation.jp」からのドメインを登録できるように設定をお願いいたします。  
※金融機関での申込完了後、立教大学で登録が完了するまで時間がかかる場合がございますのでご了承ください。  
登録口座の変更をご希望の場合もこの画面から入力してください。  
If you want to change your registration, please enter here.

口座名義  
Account Holder

口座名義カナ  
Name in Kana (in accordance with Bank Account)

メールアドレス  
Applicant email address

(確認のため再度ご入力ください)  
Applicant email address (for entry)

次へ進む  
Next

Check that the information displayed is correct.

Enter Account Holder (put a space between the first and last name), Name in full-width katakana (put a space between the first and last name), and the Applicant email address\*.

\*Please enter an email address you prefer.  
We will send you a notification of registration completion.

### Step 3

Confirm the information you have entered and proceed to the next step (\*If there is an error, click “Back”)

立教大学学費口座振替申込ページ  
Rikkyo University Payment by Bank Account Automatic Transfer Registration Page

入力内容のご確認

- 入力いただいた内容にお間違いがないか確認してください。  
-Please confirm that the information you entered is correct.
- 1つ前の画面に戻るときは画面下部の「戻る」ボタンを使用し、ブラウザの「戻る」ボタンは使用しないでください。  
-If you need to return to the previous screen, please click the “Back” button at the bottom of this page. Do NOT use your browser’s “Back” button.

|                                                          |                       |
|----------------------------------------------------------|-----------------------|
| 学生番号<br>Student ID Number                                | 11QQ0000Q             |
| 氏名<br>Student Name                                       | テスト太郎                 |
| 氏名カナ<br>Student Name (Katakana)                          | テスト太郎                 |
| 口座名義<br>Account Holder                                   | テスト 太郎                |
| 口座名義カナ<br>Name in kana (in accordance with Bank Account) | テスト クロウ               |
| メールアドレス<br>Student email address                         | 11QQ0000Q@ridyo.ac.jp |

※表示された内容にお間違いがない場合は「次へ進む」を押してください。  
If all the information is correct, please click the “Next” button below.

次へ進む  
Next

戻る  
Back

Check the information you have entered.  
If there are no errors, click “Next”.  
If you need to make corrections, click “Back”.

### Step 4

#### Jump to Sumitomo Mitsui Card Company, Limited website

If you interrupt the procedure, we will not be able to obtain accurate information.

Please have the information described in “III. Points to note when registering for a transfer deposit account” above ready at hand before starting the procedure.

立教大学学費口座振替申込ページ  
Rikkyo University Payment by Bank Account Automatic Transfer Registration Page

ここから先は三井住友カード株式会社  
(旧SMBCファイナンスサービス) WEBサイトに遷移します。  
You will be taken to the Sumitomo Mitsui Card Company, Limited, website.

この先の手続きを途中で中断された場合、正確な情報を取得できません。  
「各金融機関の本人確認・認証に必要な情報」をお手元にご準備いただき、操作を行ってください。

(例)

- ・口座情報 (銀行名、支店名、口座種別、口座番号)
- ・キャッシュカードの暗証番号
- ・生年月日
- ・連絡先住所の最終階層
- ・インターネットバンキングご利用の場合はログイン(パスワード、ワンタイムパスワード)
- ※必ず三井住友カード株式会社(旧SMBCファイナンスサービス)の方のみ可能となります。

各金融機関WEBサイトに本人確認・認証を行った後は、必ず「収納企業へ戻る」などのボタンを押してください。  
押さなかった場合、申込内容が立教大学へ通知されず、口座振替申込の手続きが完了しません。

Warning: If you quit before completing the procedures, your information will not be registered correctly.  
Please check the information that your bank requires to confirm/verify your identity beforehand and have it ready before proceeding.  
After confirming your identity on your bank's website, be sure to click the button marked “収納企業へ戻る” (return to receiving agent service) etc.  
If you fail to do this, your registration details will not be sent to Rikkyo University, and your registration will be incomplete.

三井住友カード株式会社 (旧SMBCファイナンスサービス) WEBサイトへ進む  
Proceed to Sumitomo Mitsui Card Company, Limited, website

戻る

When you click on “三井住友カード株式会社 (旧 SMBC ファイナンスサービス) WEB サイトへ進む” (Proceed to SMBC website), and the message “外部サイトへ遷移します” (Go to an external site) appears and Click

外部サイトへ遷移します  
Go to external site

OK キャンセル

立教大学学費口座振替申込ページ  
Rikkyo University Payment by Bank Account Automatic Transfer Registration Page

## Step 5

## Selecting a financial institution to use and agreeing to the User Agreement of 決済ステーション

Select the financial institution you would like to use, and then click After confirming the agreement, click “同意して次へ” at the bottom right

\*The financial institutions that cannot be selected are non-partner financial institutions and cannot be registered via the Internet. Please contact the Accounting Office,

## Step 6

## Select a branch name and check the “お手続き時のご注意” (Notes on procedures)

Select a branch name and check the “お手続き時のご注意” (Notes on procedures).

Be sure to scroll down to the bottom of the page and read the “お手続き時のご注意” (Notes on the procedure) carefully.

Check in advance that you meet the application requirements and what information you will need, and prepare it before the procedure.

\*Example of the display when SMBC is selected

## Step 7

## Enter account transfer information

お支払いの手続き 手続き内容の確認

テスト 太郎 様

### 口座振替情報の入力

ご利用いただく口座にご指定の上、以下の必要事項を入力・確認してください。  
※ お支払い・お振替が正しく行われますので、ブラウザの「戻る」ボタンは押さないでください。  
※ 往付金額の場合は、口座情報ではなく生年月日の入力となります。

| 金融機関情報 |        | お申込先情報                                                                            |              |
|--------|--------|-----------------------------------------------------------------------------------|--------------|
| 金融機関   | 三井住友銀行 |  | 立教大学         |
| 店舗     | アオイ支店  | 問合 電話番号                                                                           | 03-3985-2237 |

### 情報入力

以下の必要事項を入力し、右に緑ボタンを押してください。

|      |                                                                            |
|------|----------------------------------------------------------------------------|
| 預金種目 | <b>必須</b> 普通預金                                                             |
| 口座番号 | <b>必須</b> <input type="text"/> ※半角数字                                       |
| 口座名義 | <b>必須</b> <input type="text"/> ※姓と名の間に半角スペースを入れてください<br>※半角大文字(下記をご参照ください) |

※口座名義で利用できる半角文字は以下の通りです。

- 数字(0-9)と半角記号
- カナ文字(「し」、「じ」と小文字の「yomashiro」は使用できません)
- 英大文字(英小文字は使用できません)
- 漢点、半漢点: “ ”
- 右記の4つ記号: ( ) 「 」 &#39; &#34; (「」はひらがな、「」はマインスです。)
- 半角スペース

※日本語入力が入力する場合、漢字全角として入力されますのでご注意ください。

Enter in **half-width katakana**

\*Please refer to the notes below regarding the characters that can be used.

## Step 8

## Confirmation of account transfer information

お支払いの手続き 手続き内容の確認

テスト 太郎 様

### 口座振替情報の確認

金融機関情報、ご入力いただいた下記のお手続時のご注意に確認の上、「金融機関サイトへ」ボタン/をクリックしていただき、金融機関サイトへ遷移します。※お振替金融機関指定のお手続きを完了、致します。金融機関サイトへ遷移した場合は、預金口座振替契約が成立していませんのでご注意ください。  
※ お支払い・お振替が正しく行われますので、ブラウザの「戻る」ボタンは押さないでください。

| 金融機関情報 |        | お申込先情報                                                                              |              |
|--------|--------|-------------------------------------------------------------------------------------|--------------|
| 金融機関   | 三井住友銀行 |  | 立教大学         |
| 店舗     | 寄居支店   | 問合 電話番号                                                                             | 03-3985-2237 |

### 情報

|      |        |
|------|--------|
| 預金種目 | 普通預金   |
| 口座番号 | 111111 |
| 口座名義 | 7777   |

### お手続き時の注意

**三井住友銀行**

**お申込みができる方**  
預金口座を保有する以下の条件を満たすご本人様がご利用になれます。  
・個人のキャッシュカード所有者、またはインターネットバンキング契約者の他人の方  
・ご利用口座種別が、普通預金または当座預金の方

**お申込み可能時間**  
お申込み可能な時間は以下の通りでございます。  
月曜 : 7:00~24:00  
火曜~土曜 : 24時間  
日曜 : 0:00~21:00

**お申込み時に必要となる情報**  
お申込み時に必要となる情報は以下の通りでございます。事前に準備をお願い致します。  
・口座情報 (支店名、口座種別(普通または当座)、口座番号)  
・キャッシュカードの暗証番号  
・生年月日

**★ご注意★**  
金融機関サイトに×ボタンを押してお問い合わせした場合、正解に照準できない場合がございますので、必ず「申込サイトに戻る」ボタンを押すようお願い致します。

金融機関サイトへ遷移する前に、必ず「お手続き時の注意」をご確認ください。

内容を確認する 金融機関サイトへ

Confirm the financial institution information and account information you entered.

Check “お手続き時の注意” (Notes on procedures) again, and click “金融機関サイトへ” (Go to financial institution website) at the bottom right.

### Step 9

#### Go to each financial institution's website and confirm and authenticate your identity.

After accessing the financial institution's website, follow the instructions on the site to complete the application.

After verifying your identity and authentication on each financial institution's website, be sure to click on the “収納企業へ通知” (Notify receiving agent service) or “申込サイトに戻る” (Return to application site) button. If you do not click on them, your application will not be notified to Rikkyo University and the account transfer application process will not be completed.

\*If you have any questions on each financial institution's website, please contact the financial institution.

### Step 10

#### Be sure to click on the “収納企業へ通知” (Notify receiving agent service) or “申込サイトに戻る” (Return to application site) button.

When you receive an email from 決済ステーション(info\_paymentstation@paymentstation.jp) with the subject line “【立教大学】口座振替のお申込完了を確認致しました”, your registration is complete. (Please be sure to confirm that you have received an email from the 決済ステーション.)

## V. If the procedure does not work

- (1) Sometimes the operation may not be completed to the end due to a problem with your browser. In that case, please type in the URL directly instead of reading the QR code, or use another device to complete the procedure.
- (2) Non-partner financial institutions cannot be designated as a transfer account. Please check the following URL for partner financial institutions. **Please note that non-partner financial institutions are not displayed and cannot be selected during the procedure.**  
[https://www.smbc-card.com/business/collection/service/cats/bank\\_list\\_internet.jsp](https://www.smbc-card.com/business/collection/service/cats/bank_list_internet.jsp)
- (3) Even at partner financial institutions, the available processing time and eligible users (cash card holders, etc.) are different. You can check the details by clicking “金融機関ごとのメンテナンススケジュールはこちら” (Maintenance schedule for each financial institution) from the URL listed in (2) above.  
Please note that most financial institutions do not allow corporate accounts to be registered as transfer accounts via the Internet.
- (4) Even if the Internet method is not applicable, it may be possible to complete the procedure using the request form method (A paper method by mail. For financial institutions other than Japan Post Bank, you will need to apply at the counter of each financial institution). For details, please contact the Accounting Office, Finance Division.

## VI. Attention regarding account transfer procedures

- (1) The account holder does not have to be the student himself/herself.
- (2) If you have graduated from a related high school and are now enrolled in Rikkyo University, please complete the procedures again even if you wish to continue to use the same account for bank transfer.

- (3) Even if you are graduating from Rikkyo University and going on to graduate school, and you wish to continue to use the same account for bank transfer, please complete the procedure again.
- (4) If you wish to change the registered bank account or account holder, or if you have registered the wrong details, please go through the registration process again. The account transfer will be done based on the latest input details. Your previous registration will be deleted and overwritten with the latest information you have registered.
- (5) The personal information you have entered will be used for account transfer of "Academic fees and other payments" and for procedures and communication in the event of a refund.
- (6) Rikkyo University has outsourced the collection of "Academic fees and other payments" to Sumitomo Mitsui Card Company, Limited. Rikkyo University will enter into a contract that includes a confidentiality clause, require strict attention to be paid to the information, and ensure that the information is not used for any purpose other than that of the entrusted work. For more information on Rikkyo University's privacy policy, please visit <https://english.rikkyo.ac.jp/privacypolicy/index.html> .