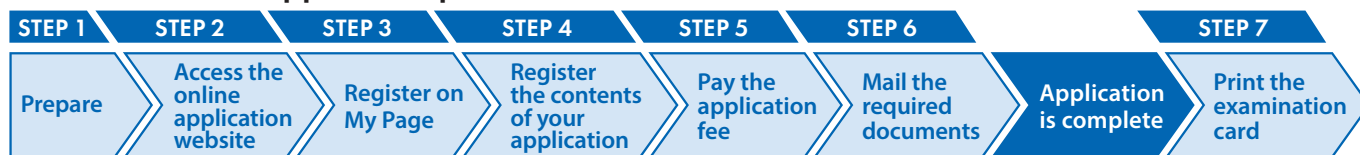


Online Application Procedure

The entire online application procedure is as follows.



STEP

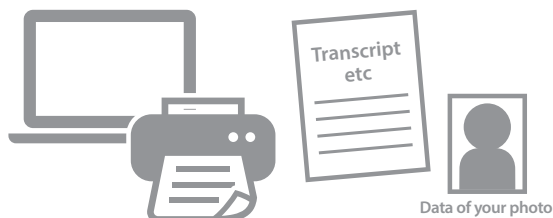
1



Prepare

Prepare a PC with an Internet connection and a printer, etc.
It may take time for the required documents* to be issued. Please start preparing them early and ensure that you have them with you before applying.

*Required Documents : An official transcript, data of your photo, etc.
For details, refer to the application guidelines.



STEP

2



Access the Online Application Website

Access from the Online Application website

<https://e-apply.jp/ds/shinshu-u-grad/>

or

the University website

<https://www.shinshu-u.ac.jp/grad/admission/01.php>



STEP

3



Register on My Page

Enter the required information according to the instructions on the screen to register on My Page.
If you have already registered on My Page, proceed to STEP 4.



① If you are registering for the first time, click on

My Page Registration



② Register your e-mail address and click on

Send an e-mail for temporary registration



③ Click on **To log-in page** from the user registration screen.



④ A default password and a registration URL will be sent to your registered e-mail address.

*Configure your e-mail settings to receive e-mails from the @e-apply.jp domain.



⑤ From the log-in screen, use your registered e-mail address and the default password you received in step ④ and click on

log-in



⑥ Change your default password.



⑦ Enter your personal information and click on

Next



⑧ Confirm your personal information and click on **Register this information**



⑨ Registration is complete. Click on **To My Page**



⑩ When the above page appears, My Page registration is complete.

* You can proceed to the application procedures by clicking on the **Apply** button only during the application acceptance period. You cannot proceed from here onward during times outside the period. Click on the **Log-out** button.

STEP

4

Register the Contents of Your Application

Make sure to check the procedures and important notices on the screen, and then enter the required fields according to the instructions on the screen.



① After logging in to My Page, click on the **Apply** button, and the registration page will appear.



② Select the desired graduate school, department.



③ Select an entrance exam and confirm the important notices.



④ Select the information about the desired major field, etc.



⑤ Upload a photo. Click on the **Select Photo** button to select a photo.



⑥ Enter personal information (name, address, etc.).



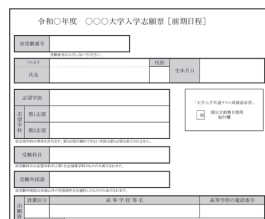
⑦ Confirm the contents of your application. Click on the **Application Form (sample)** button to check your application form.



⑧ Your application is registered. Click on the **Pay** button to proceed to the page where you can pay your application fee.



⑨ Payment methods for examination fees.
 Convenience stores
 ATMs with Pay-easy
 Online banking Credit cards



⑩ Document required for the application in PDF format (Sample)
 *This document can be printed out after the application fee is paid.

If you have selected "Convenience Stores" or "ATMs with Pay-easy" as your payment method, write down the payment number, which will appear after the selection of a payment method, in the memo space below, and make the payment at a convenience store or an ATM with Pay-easy within the designated payment deadline.

For 7-ELEVEN

Payment slip number Memo (13 digits)

For LAWSON, MINISTOP, FamilyMart, ATMs with Pay-easy

Customer number memo (11 digits)

Confirmation number memo (6 digits)

For Daily YAMAZAKI, Seicomart

Online payment number by Memo (11 digits)

Receiving agency number (5 digits) **5 8 0 2 1**

*A receiving agency number is required for payment Pay-easy.

A confirmation e-mail will be sent to you after the application registration is completed. If you have restricted the reception of e-mails, please allow e-mails from the sender (@e-apply.jp) to be received. *Please note that confirmation e-mails may be sorted into your junk e-mail folder, etc.

Please be careful not to enter incorrect information, as the registered information cannot be changed or modified after the application registration is completed. However, if you have not yet paid the application fee, you can substantially modify the information by re-registering the correct information.

*Please note that if you have selected a credit card for the "Payment Method for the application Fee," the payment will be completed simultaneously with the registration for application.



Pay the Application Fee

*For those who do not live in Japan, only pay by credit card.

1 Payment by Credit Card

You can select this method and make a payment when registering your application.

[Accepted Credit Cards]

VISA, Master, JCB, AMERICAN EXPRESS, MUFG Card, DC Card, UFJ Card, NICOS Card



Payment is completed upon registration.

2 Payment via Online Banking

After registering your application, you will be redirected to the page of each financial institution from the current page. Please follow the instructions on the screen to make the payment.

*For online payment, your bank account must be signed up for internet banking.

The procedures are completed online.

3 Payment at a Convenience Store

Payment at a convenience store can be made by using the payment number that will appear after you have registered the application information.

- Payment can be made at a cash register.
- Payment can be made by using a store terminal.



Loppi



Multi-functional copy machine

あなただけのコピー機。 FamilyMart



4 Payment at ATMs of banks that accept Pay-easy

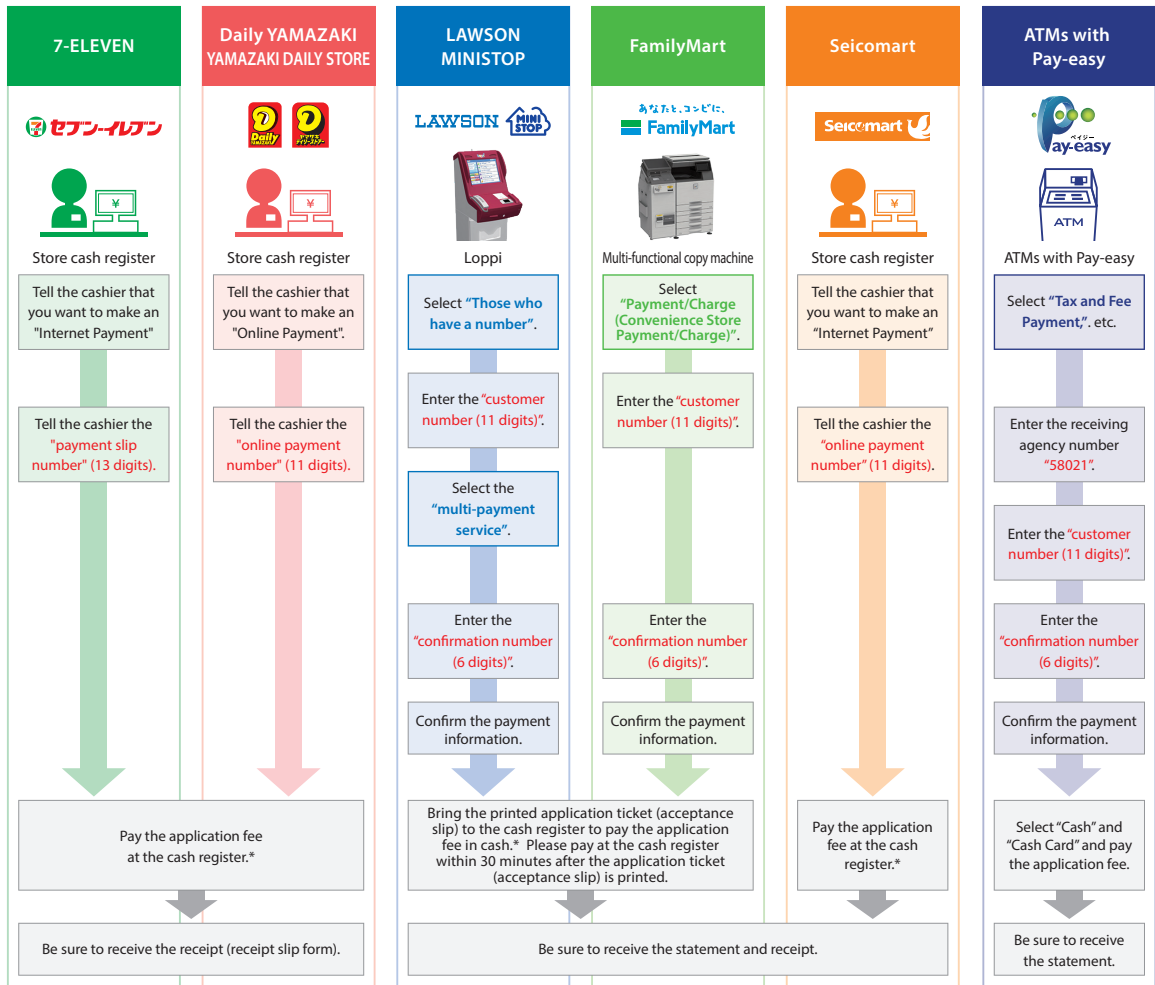
Payment can be made by using the payment number that will appear after you have registered the application information at bank ATMs with Pay-easy by following the instructions on the ATM screen.



*Please check the "Payment Method Selection" screen to see the banks that offer this payment method.

Enter the required information following the instructions on the screen of each convenience store terminal or ATM and confirm the details before paying the application fee.

3 Convenience Stores



*When using ATMs of Japan Post Bank or banks, you need to pay by cash card if the amount exceeds 100,000 yen. When using a convenience store, you can pay up to 300,000 yen in cash.
*The design of the screen button and the payment procedures are subject to change without notice.

STEP

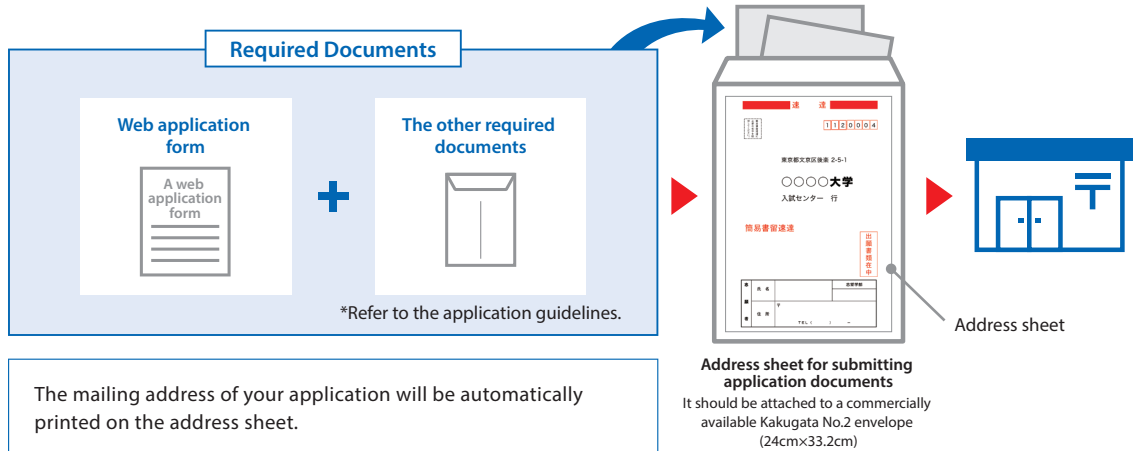
6



Print and Mail the Required Documents

Please note that registration alone does not complete the application procedures.

After completing the application registration and the payment of the application fee, print out the downloadable documents, and mail them together with the other required documents by simplified registered mail from a post office within the application period.



The mailing address of your application will be automatically printed on the address sheet.

Application Documents

For details, please check the application guidelines.

*The application fee and required documents that have been received shall not be returned in any way except for those specified in the application guidelines.

How to print out the "Web Application Form"



- (1) Click on the **Print Application Form** button shown on My page.
- (2) Once the payment has been successfully completed, you will be able to click on the **Print Application Form** button to print out the web application form.

<Application is Complete.>

Important points when submitting your application

Your application will be completed by paying the application fee and mailing the required documents after completing the registration on the online application website. Please note that even if you complete the registration, your application will not be accepted if the required documents are not received by the application deadline.

Online application is available 24 hours a day. Please complete the registration on the online application website, paying the application fee and mailing the required documents within the period stipulated in the application guidelines. It is recommended that you apply well ahead of time.

STEP

7



Print the Examination Card

When the application is accepted and the examination card can be printed, you will be notified through the e-mail address you have registered. Please make sure to print it out and bring it with you on the day of the exam (*The Examination Card will not be mailed to applicants). If you do not receive the e-mail, please log in to the online application website by the day before the examination, print the card and bring it with you on the day of the examination.

In addition, access the "applicant's knowledge" from the URL described in this e-mail, print and read the notes carefully.

[Notes about Printing of the Examination Card]

It must be printed single-sided on A4 paper. (Black and white printable)
Use A4 size vertical, plain white paper on both sides.

