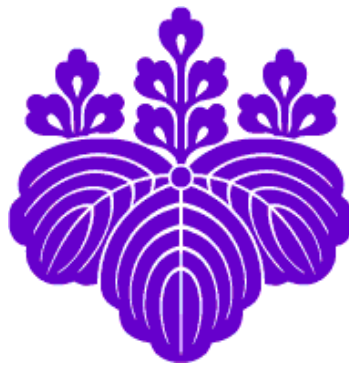


University of Tsukuba
MBA Program in International Business

April 2016 Enrollees



Tokyo Campus, University of Tsukuba
3-29-1 Otsuka, Bunkyo-ku, Tokyo 112-0012

Tel.: +81-3-3942-6918

Tokyo campus website: <http://www.office.otsuka.tsukuba.ac.jp>

MBA-IB Program website: <http://www.mbaib.gsbs.tsukuba.ac.jp>

Admission & Application Procedure MBA Program in International Business

Please check your qualifications

Qualifications for Admission ①

Those who qualify under one of the following criteria and have more than approximately 1 year of work experience at the time of enrollment.

- Applicants who have graduated from university (4-year system) or who will graduate by March 2016
- Applicants who hold the degree of Koudo-Senmonshi or who will be awarded the degree by March 2016
- Applicants who have received the first teacher's license specialized certificate
- Applicants who have completed at least 16 years of education overseas
- Others

Qualifications for Admission ②

Those who qualify under one of the following criteria and have more than approximately 1 year of work experience at the time of enrollment.

- Applicants who have graduated from junior college or upper secondary school
- Applicants who have graduated from vocational school or similar school
- Applicants who have completed graduate school without completing undergraduate education
- Applicants who have completed less than 16 years of total education overseas
- Applicants who are currently enrolled in undergraduate study
- Others

Certifications and Other Documents
Early preparation is strongly encouraged.

Certifications and Other Documents
Early preparation is strongly encouraged.

Application and Other Documents ①
Please obtain the necessary documents in designated formats.

Application and Other Documents ②
Admission committee will review applicant's qualification. Please ensure you obtain the designated forms.

Application Fee (for the 1st Screening)
Payment must be made before applying

If you are assessed as qualified to apply

Application
Application period:
September 24, 2015-October 3, 2015.
Application will not be reviewed until all required materials are received.

Assessment of Eligibility for Application
Please submit all materials between September 1 and September 12, 2015

Continue the process if the Admissions Committee deems that you have the academic competence equivalent to that of a bachelor's degree holder.

Announcement of the Result of the 1st Screening
October 31, 2015

Admission Ticket, Guidance for Applicants and Application Fee
Above documents will be sent from the admission office by November 4, 2015.

Application Fee (for the 2nd Screening)

Interview
November 14, 2015 (applicants residing overseas)
November 15, 2015 (applicants residing in Japan)

Announcement of the Result of the 2nd Screening
December 4, 2015

Documents for Enrollment Sent by Mail
End of January, 2016

Procedure for Enrollment
End of January or middle of February, 2016

Application Procedure for the MBA Program in International Business

(April 2016 Enrollees)

1. Number of Students Admitted and Study Period

30 students, 2 years

2. Who Should Apply

Those who aim to become international business management professionals who can act autonomously in the new global business environment.

3. Admission Policy

Integrated evaluation will be made based on the review of admission documents, applicants' English ability, and individual interviews. The admission documents include application form, transcripts, personal essays and professional recommendations.

The individual interview will be conducted to understand applicants' career experience, motivation, analytical and communication skills, and future vision.

4. Qualifications for Admission

The aim of the MBA-IB program at the University of Tsukuba, Graduate School of Business Sciences, is to respond to the social need for the reeducation and training of working professionals. Qualifications for admission are as follows.

Those who are eligible under qualification for admission ① or ②, and have working experience of approximately 1 year or more at the time of enrollment.

Foreign applicants who are eligible under qualification for admission ① or ② may apply for a student visa when they enroll in April 2016

Qualifications for Admission ①: Applicants who do not require eligibility screening.

If you have working experience (see note below) of approximately 1 year or more at the time of enrollment and your educational qualification meets one of the following criteria (1)-(7), please print out the designated Application Forms, and then submit all required materials between **September 24, 2015 and October 3, 2015**. (Please refer to "15. Inquiries and application submission")

- (1) Applicants who have graduated or will graduate by March 2016 from universities or colleges recognized under article 83 of the School Education Law of Japan.
= Applicants who have graduated or will graduate from a 4-year university in Japan by March 2016.
- (2) Applicants who have received a bachelor's degree under Article 104-4 of the School Education Law of Japan or will receive one by March 2016.
= Applicants who have received a bachelor's degree from the National Institution for Academic Degrees or will receive one by March 2016.
- (3) Applicants who have completed at least 16 years of education, and who have a university degree from overseas or will receive one by March 2016.
= Applicants who have completed at least 16 years of education from elementary school to graduation from an undergraduate course, and who have a university degree from overseas or will receive one by March 2016.
- (4) Applicants residing in Japan who have completed at least 16 years of education through correspondence courses offered by accredited colleges or universities outside Japan or will do so by March 2016.
= Applicants who have completed at least 16 years of foreign online-education while residing in Japan or will do so by March 2016.

- (5) Applicants who have completed at least 16 years of education at an educational institution established under the educational system of an overseas country which has been recognized by the Japanese Ministry of Education, Culture, Sports, Science and Technology, or will do so by March 2016.
- = Temple University: Department of Art, Department of Communication Theater, Department of Liberal Arts and Department of Tourism Business
 = Tianjin University of Traditional Chinese Medicine: Traditional Chinese Medicine Practitioner Program (Japan)
- (6) Applicants who have graduated from specialized training colleges designated by the Japanese Ministry of Education, Culture, Sports, Science and Technology under the Education Enforcement Order (article 155-1-5 of Minister Ordinance), or will do so by March 2016.
- = Applicants who hold the degree of Kou-do-Senmonshi and who have completed the minimum required 4 years of study or will do so by March 2016.
- (7) Applicants who have been specially designated by the Japanese Ministry of Education, Culture, Sports, Science and Technology under the Education Enforcement Order (article 155-1-6 of the Minister Ordinance) of having the same academic ability as those who have graduated from college/university.
- = Applicants who have a specialized or the first teacher's certificate of elementary school, junior high school, senior high school or kindergarten, or have a teacher's license for physically handicapped or mentally handicapped children education, etc.

Note: Working experience includes both full-time and part-time jobs. However, jobs held while enrolled as a full-time student do not qualify as working experience. Applicants who have no working experience are not eligible to apply.

Qualifications for Admission ②: Applicants who must be screened for eligibility.

If you have working experience (see note below) of approximately 1 year or more at the time of enrollment and your qualification meets one of the following criteria (1) or (2), your eligibility will be reviewed by the Admissions Committee.

Please obtain Eligibility Confirmation Document as well as Application Forms, and submit all required materials between **September 1, 2015 and September 12, 2015**. (Please refer to "15. Inquiries and application submission")

Note: "Applicants who must be screened for eligibility" refers to cases (1) and (2) below where applicant qualifications must be determined to be equal to that of the academic achievement of a 4-year university graduate. Qualified applications will be reviewed for admissions. For this reason, please do not pay the application fee (for the first screening) until your eligibility has been determined.

Applicable to (1) below: [Eligibility Confirmation Document: designated form] + Application Forms

Applicable to (2)-(a) below: [Eligibility Confirmation Document: designated form] + Application Forms

Applicable to (2)-(b) below: [Certificate of Research Activities: designated form] + Application Forms

- (1) Applicants who have been designated by article 155-1-7 of the School Education Law of Japan of having the necessary academic ability for early admission entrance.
- = Applicants who jumped to graduate school without completing undergraduate education should submit a certificate of graduation from graduate school.
- (2) Applicants whom the Tsukuba MBA-IB Admissions Committee has deemed to have the academic competence equivalent to those who have graduated from university or college, and who are over 22 years of age or who will be before March 31, 2016.
- (a) Applicants who graduated from upper secondary school, junior college, technical college, higher vocational schools, schools in the miscellaneous category, or Japan branches/campuses of foreign universities, international or other schools, and those whom the Tsukuba MBA-IB Admissions Committee has, pursuant to its rules and regulations, deemed to have sufficient academic competence equivalent to that of university or college graduates.
- = Applicants who lack qualifications for admission under ① above and applicants who have completed less than a total of 16 years of school education from elementary school to graduation from an undergraduate course overseas will be reviewed based on criteria (a) above.
- (b) Applicants who are recognized by the Tsukuba MBA-IB Admissions Committee as holding qualifications equivalent or superior to a university graduate.

Such students are required to have completed approximately one year as a research student or research fellow in a Japanese or foreign university or a National Inter-university Research Institute in Japan. Additionally, applicants must be 22 years old or older as of March 31, 2016.

= In addition, applicants who can submit a Certificate of Research Activities should do so.

Note: Working experience includes both full-time and part-time jobs. However, jobs held while enrolled as a full-time student do not qualify as working experience. Applicants who have no working experience are not eligible to apply.

5. Screening Criteria

- (1) First Screening: Application documents and English proficiency

Applicants will be screened based on their score received from their application documents and English proficiency. The number of successful applicants of the first screening will be about twice as many as the enrollment capacity.

- (2) Second Screening: Interview (only for successful applicants of the first screening)

Successful applicants of the first screening will be evaluated based on their score received from their application documents, English proficiency, and interview. Please refer to “3. Admission Policy” as well.

Evaluation Standards	Point Allocation	Screening Criteria
Application Documents	130 pts	Evaluation of applicants’ business experiences, motivation and problem awareness.
English Proficiency	20 pts	Evaluation of English proficiency is based on TOEIC or TOEFL scores. * Scores of TOEIC-IP as well as TOEFL ITP are not acceptable. (For more details, please refer to the information listed below note 1, 2 and 3.)
Interview	50 pts	Individual interview will be conducted in English to assess basic academic ability, experience, motivation, communication skills, and future vision.

Note 1: The official TOEIC score must be sent directly from the Institute for International Business Communication (IIBC), if you will take or have taken the test in Japan. (For the details of TOEIC Score Direct Reporting Service, please refer to note 2.)

The official TOEFL score must be sent to the Admissions Committee directly from the Educational Testing Service (ETS). Both tests must have been taken within the past 2 years (no earlier than **October 2013**) and must be sent by the designated deadline.

If you haven’t taken the TOEIC test and wish to take it, please take the **201st test (June 28, 2015)** or **202nd test (July 26, 2015)**. Please note that you must arrange for the official TOEIC score to be sent directly from the Institute for International Business Communication (IIBC) by the designated deadline.

Note 2: TOEIC: For further information regarding TOEIC Score Direct Reporting Service

Guidelines: please refer to the following website: <http://www.toeic.or.jp/english/toeic/score.html>

TOEIC Score Direct Reporting Service Representative

IIBC Test Operation Center TEL: 03-5521-6204

Note: No Institution Code for TOEIC.

Please write the address of the Tokyo Campus on the form.

(Refer to “15. Inquiries and Application Submission”)

TOEFL: University of Tsukuba, Tokyo Campus: Institution Code: 0439, Department code: 02

Note 3: Applicants who have earned a bachelor’s degree from a college or university (excluding distance education programs) where English is the official medium of instruction are required to submit only a certificate of graduation and transcript. Neither a TOEIC nor TOEFL score is required.

6. Admissions Schedule

	Interview Schedule	
Applicants Residing in Japan	Sun., November 15, 2015 (9:00-19:00) (Admission committee will assign the slot. Individual request will not be acceptable.)	A specified time will be informed by postal mail. For details, please refer to “11. Admission ticket and Guidance for Applicants.”
Applicants Residing Overseas	Sat., November 14, 2015 (9:00-19:00) (Admission committee will assign the slot. Individual request will not be acceptable.)	Applicants will be contacted individually via e-mail with a specified interview time.

7. Obtaining the Application Forms

Please obtain the designated [Application Forms](#) using the following procedure.

[Download from website]

Please go to http://www.office.otsuka.tsukuba.ac.jp/wp/index_en.html

Note: Payment of the application fee at a convenience store does require the designated slip. In case of payment at a financial institution, obtain the designated slip from the office “15. Inquiries and Application Submission.”

[Visit the Academic Service Office on the Tokyo Campus]

Office hours: Mondays: 10:00-18:30, Tuesdays-Fridays: 10:00-21:10, Saturdays: 10:00-20:00

Note 1: The office will be closed on Sundays, holidays and during summer holidays.

Please note the application submission timeline is different from the above office hours. For details, please refer to “10. Application Submission Timeline and Procedure.”

Note 2: The application procedure and all application forms are available for download from the designated website. Thus printed application packages are not provided.

Printed forms are only provided to applicants who are not able to download the application forms from the website. In that case, please contact “15. Inquiries and Application Submission.”

8. Special Measures

Applicants who have special accessibility needs due to a disability should contact the Academic Service Office by September 12, 2015. After having carefully studied the proposal, special measures may be offered.

Required Materials:	Physical Disability Certificate (copy)	If applicable
	Medical Certificate (issued in the past 3 month)	Required
	Application for special measures of Exam (free format)	Required

9. Application Fee

7,000 JPY (for the first screening)

Payment must be made before applying. However, if you apply under qualification ②-(1) or (2), pay the application fee after passing the Admissions Committee’s eligibility screening.

(1) How to Pay

In case of payment at a financial institution, please pay the application fee at the counter of a post office or a bank using the designated slip. In case of payment at a convenience store or by Credit Card, use a PC or mobile phone to access the designated website and obtain a registration number. Some convenience stores will then require you to use a device (varies according to the store) located inside their store before paying at the cash register.

Note: Charges for above payment must be borne by applicants.

(2) Payment Period

September 13, 2015 – October 3, 2015

Note: All applications must arrive by the designated deadline.

(3) Payment Location

Please pay the application fee at the counter of a financial institution, convenience store or by Credit Card.

Note: You cannot pay by using an ATM (Automated Teller Machine) or by Net-Banking. You can use payment services of such convenience stores as “LAWSON, Family Mart, Seven-Eleven, Circle-K, Sunkus and Mini Stop.”

Payment Method by Type of Institution Used

[Post Office]

- a) If you download your application forms from the website of MBA-IB, please obtain a payment slip at the Academic Services Office for the Business Sciences Area, University of Tsukuba.
- b) Make sure that the official seal of the post office has been stamped on your receipt.

[Other Financial Institutions]

- a) If you download your application forms from the website of MBA-IB, please obtain a payment slip at the Academic Services Office for the Business Sciences Area, University of Tsukuba.
- b) Make sure that the official seal of the financial institution has been stamped on your receipt.

[Convenience Store]

Apply on the website using either a PC or mobile phone, then follow the instruction and receive the necessary number for payment. Use the terminal located inside the store and input the necessary number for payment. Then obtain the receipt and pay at the cash register.

Note: Please check the detailed procedure by clicking here [How to make Payment of Examination fee at convenience store or by Credit Card](#) (PDF).

[Credit Card]

Apply on the website using either a PC or mobile phone, then follow the instruction and make payment.

Note: Please check the detailed procedure by clicking here [How to make Payment of Examination fee at convenience store or by Credit Card](#) (PDF).

- (4) The receipt issued by the financial institution or convenience store must be attached to the designated space on page 1 of the application.

Note : If you wish to remit money from overseas, please contact us by referring to “15. Inquiries and Application Submission.”

23,000 JPY (for the second screening)

Successful applicants of the first screening have to pay an additional application fee for the applicants’ guidance and the interview (second screening) by the appropriate due date. The payment procedure is the same as that of the first screening except for the payment period. A payment slip will be sent to the successful applicants of the first screening.

10. Application Submission Timeline and Procedure

The application materials and all other documents must arrive within the following periods. You are strongly encouraged to submit all materials required for the application in one package.

Please write “**MBA-IB Application**” in red on the front of the envelope.

Please refer to the following office hours for submitting your application in person to the Academic Services Office for the Graduate School.

Qualifications for Admission ①: Applicants who do not require eligibility screening.

Period: From Thu., September 24, 2015 to Sat., October 3, 2015

Qualifications for Admission ②: Applicants who must be screened for eligibility.

Period: From Tue., September 1, 2015 to Sat., September 12, 2015

Note: Both ① and ② case, application forms must be delivered to the office within the designated deadline. Office hours for submitting application in person: Mondays (13:00-18:30), Tuesdays-Saturdays (13:00-19:00).

11. Admission ticket and Guidance for Applicants

After the first screening, admission tickets and guidance for applicants will be sent to successful applicants of the first screening via postal mail by Wed., November 4, 2015. A payment slip will be sent to the successful applicants of the first screening to pay for the second screening application fee.

12. Announcement of Results

Result of the First Screening: Sat., October 31, 2015, 15:00

Result of the Second Screening: Fri., December 4, 2015, 15:00

The examinee numbers of successful applicants for each screening will be released on the website <http://www.office.otsuka.tsukuba.ac.jp> and on the outdoor bulletin board of the Bunkyo building. An admission ticket for the second screening (interview) will be sent to successful applicants of the first screening, and a letter of acceptance will be sent to the successful applicants of the second screening. Examinee numbers will remain posted for one week.

Note: The result will be sent to unsuccessful applicants of the first screening but not to unsuccessful applicants of the second screening. Telephone inquiries will not be accepted.

13. Admission Procedures

(1) Forms necessary for the enrollment process will be sent to all successful applicants in the end of January 2016.

(2) MBA-IB Program Fees (As of April 2015 *for reference)

Entrance Fee	JPY 282,000
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Tuition Fee (Yearly Amount)	JPY 535,800
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Note1: If there is any change in the tuition fee during the school year, the newly adopted amount will be applicable.

Note 2: The entrance fee is non-refundable.

Note 3: Tuition fee is paid after enrollment.

14. Others

(1) Applications will not be reviewed until all required materials are received.

(2) Application documents may not be changed after submission.

(3) Application documents will not be returned to applicants.

(4) Be sure to bring your admission ticket to the interview.

(5) The university cannot provide any information on accommodations in connection with interviews.

(6) The university will not respond to any inquiries about admission decisions.

(7) Additional details (e.g. interview time and place) will be provided to the successful applicants of the first screening.

15. Inquiries and Application Submission

Academic Service Office for the Business Sciences Area, University of Tsukuba

3-29-1 Otsuka, Bunkyo-ku, Tokyo 112-0012, Japan

Tel: +81-3-3942-6918

Email: inquiry07@mbaib.gsbs.tsukuba.ac.jp

Application Documents [MBA Program in International Business]

Documents		Required for	Remarks Column
1	Application Form [Designated Format]	All Applicants	Please complete in accordance with the instructions .
2	Academic Background & Employment History [Designated Format]	All Applicants	Please complete in accordance with the instructions .
3	Personal Essay	All Applicants	Please complete in accordance with the instructions.
4	Professional Recommendation Form (One Letter) [Designated Format]	All Applicants	The recommender should be a person who can evaluate your performance professionally (ex: your current supervisor, co-worker, etc.) Use the Recommendation Form provided in this application. Give the Recommendation Form along with an envelope to your recommender. The recommender should enclose the completed Recommendation Form in the envelope, seal the envelope, sign across the seal, and return the envelope to the applicant.
5	Admission ticket & Photo Sheet [Designated Format]	All Applicants	Please fill out the required items and attach your photograph.
6	Application Fee (for the First Screening)	All Applicants	*If you wish to remit money from overseas, please e-mail us at inquiry07@mbaib.gsbs.tsukuba.ac.jp or refer to “15. Inquires and Application Submission.”
7	Postal Stamp	All Applicants	[Mailing for admission ticket (or result of the first screening)] Please enclose a stamp (JPY 362). Only for those residing in Japan.
8	Checklist [Designated Format]	All Applicants	After confirmation of the application, check the (box) listed for each item.
9	Eligibility Confirmation Document [Designated Format]	If Applicable	Applicants who are qualified under ②-(1) or ②-(2)-(a).
10	Certificate of Research Activities [Designated Format]	If Applicable	Foreign applicants who are qualified under ②-(2)-(b).

Other Necessary Documents

	Documents	Required for	Remarks Column
1	<p>Certificate of Graduation (Expected) & Transcript</p> <p>(English or Japanese)</p>	<p>All Applicants</p> <p>If Applicable</p> <p>If Applicable</p> <p>If Applicable</p> <p>If Applicable</p>	<p>Applicants who are qualified under ①-(1), (3), (4), (5) or ②-(2)-(b). Please submit the certificate and transcript issued by the university you attended. Applicants who will graduate by March 2016 are requested to submit a certificate of expected graduation instead of certificate of graduation.</p> <p>Applicants who are qualified under ①-(2). <i>(Applies only to some Japanese applicants; please refer to the Japanese language version.)</i></p> <p>Applicants who are qualified under ①-(6). <i>(Applies only to some Japanese applicants; please refer to the Japanese language version.)</i></p> <p>Applicants who are qualified as ①-(7). <i>(Applies only to some Japanese applicants; please refer to the Japanese language version.)</i></p> <p>Applicants who are qualified as ②-(1). <i>(Applies only to some Japanese applicants; please refer to the Japanese language version.)</i></p> <p>Applicants who are qualified as ②-(2)-(a). Please submit the certificate of graduation and transcript from the highest degree-granting institution which you attended.</p> <p>If there are transfer credits in the transcript, please also include a transcript as well as certificate of graduation from the institution where the credit was originally earned.</p> <p>In the case of a separate transcript in your school, please submit both documents.</p> <p>If you have a post-graduate degree, you may submit a transcript and/or certificate of graduation for reference.</p> <p>In the case that your current name is different from that on the documents you submit (for example, because of marriage), please fill in the date of the name change and your original family name on page 1 of the application. In addition, please submit proof, e.g., copy of marriage license.</p>
2	<p>TOEIC or TOEFL Score</p>	<p>All Applicants</p>	<p>Please refer to “Application Procedure, 5. Screening Criteria, note 1, 2 and 3.” * Scores of TOEIC Institutional Program (TOEIC-IP) and TOEFL ITP (Institutional Testing Program) are not acceptable.</p>
3	<p>Certificate of Residence / Certificate of Entry in the Resident Card</p>	<p>Foreign applicants</p>	<p>Foreign applicants who live in Japan must submit certificate of residence or a certificate of items stated in the resident register of their city or ward office (duration of stay as well as status of residence need to be specified in the document.)</p>

University of Tsukuba

How to make Payment of Examination Fee at Convenience Store or by Credit Card

Now you can transfer funds to pay for your entrance examination - 24 hours a day - from your nearest Lawson, Ministop, FamilyMart, Seven-Eleven, Circle K or Sunkus store or Credit Card.

1 Advance Web Application

Visit the payment site homepage from your computer or cell phone at:

<https://e-shiharai.net/>



※ You can not correct or cancel anything once your credit card payment has been made. Please check all your information carefully before you confirm the application.

※ If you input the wrong information when trying to obtain your application number, please start again from the beginning and make your payment. If you are not able to make the required payment before the due date you will receive this deadline upon completing the online application, all the information you had input will be canceled automatically.

2 Credit Card Payment

Convenience Store Payment

The application fee cannot be paid through an ATM. Be sure to make your payment at the cash register.

VISA **MasterCard** **JCB** **AMERICAN EXPRESS**

It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is the applicant's information.

Please select "credit card" for the payment method when making your Web application.

Input your card information.

All of your application information is displayed. Check and Click "確定".

Payment has been completed. Please write down "受付番号" (Receipt Number) and print out your "取納証明書" (Certificate of Payment).

7 ELEVEN

[13-digit Payment Slip Number] 払込票番号

Tell the counter staff that you want to make an "Internet shiharai." Then provide your Payment Slip Number.

A multifunction copier can not be used to make payment.

- Make the payment at the register.
- Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

サークル K **セブンイレブン** **サクラ**

[11-digit Online Transaction Number] オンライン決済番号

Kstation

Select the "各種支払い" button on the touch screen.

"11ケタの番号をお持ちの方" Confirm that you have an 11 digit number.

Touch the "オンライン決済番号を入力して支払い" option.

Enter your [オンライン決済番号] Online Transaction Number.

- Loppi, FamiPort, or K-Station issues a funds transfer receipt. You will need to take this to the cash register within 30 minutes and make the actual payment.
- Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

LAWSON **MINI STOP**

[11-digit Customer Number] お客様番号 [4-digit Verification Code] 確認番号

Loppi

Touch the "各種サービスメニュー" option.

Select the "各種代金・インターネット受付" button on the touch screen.

Touch the "各種代金お支払い" option.

Touch "マルチペイメントサービス".

Enter your [お客様番号] [確認番号] Customer Number Verification Code.

FamilyMart

[11-digit Customer Number] お客様番号 [4-digit Verification Code] 確認番号

FamiPort

Select the "代金支払い" button on the touch screen.

Touch the "各種代金お支払い" option.

Advance to the "番号入力画面に進む" page.

Enter your [お客様番号] [確認番号] Customer Number Verification Code.

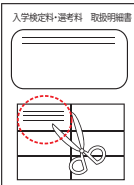
3 Application

[Paying by Credit Card]

After making your payment, please make sure you have access to a printer with paper (A4). Access "申込内容照会" (Inquiry) at e-shiharai.net.

Please [1. Check your card.][2. Input Receipt Number.][3. Input your Birth Date.(YYYY/MM/DD)], and click "照会する".

Then all of your application information is displayed. Click Blue-button "証明書を発行する". Affix the cutting portion of "取納証明書"(The Certificate of Payment) in the designated location. Enclose in an envelope with all other necessary application documents.



In the case that you have made your payment using a credit card, it is not necessary to enclose a bank receipt of any kind.

[Paying at Convenience Store]

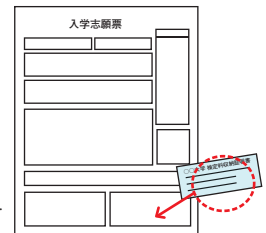
Affix the receipt portion to "The Certificate of Payment" in the designated location.



Attach Your (Certificate of Payment) to the Application

※ When attaching the certificate of payment, be sure to use glue which is suitable for use with thermal paper and pressure-sensitive paper. Please check the glue label.

※ In the case that you have made your payment at Convenience Store, it is not necessary to enclose a bank receipt of any kind.



- During payment periods and application periods mentioned in the application documents, you can make a payment anytime. Please confirm from application documents and complete payment in time for the application period.
- On the last date of the payment period, the web application will be closed at 11pm, and the final deadline for the information terminal at convenience stores (Loppi, Fami Port, or K-Station) will be at 11:30pm.
- Your inquiry about the payment of "the entrance examination fee" is not able to be handled at the convenience store. For further information, please check our website.
- Please note that refund is not possible once you have made a payment of Entrance examination fee.

- A fee is added to Examination fee. For further info, please visit our website.
- Please directly contact the credit card company if your card is not accepted.

Payment Commission

Convenience Store	Entrance exam fee \50,000 or less	432 yen (tax incl.)
	Entrance exam fee \50,000 or more	648 yen (tax incl.)
Credit Card	Flat Fee	432 yen (tax incl.)