Online Application Procedure

The entire online application procedure is as follows.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6		STEP 7
Prepare	Access the online application website	Create an account on My Page	Register your application details	Pay the entrance examination fee	Mail the required documents	Application is complete	Print the examination admission ticket
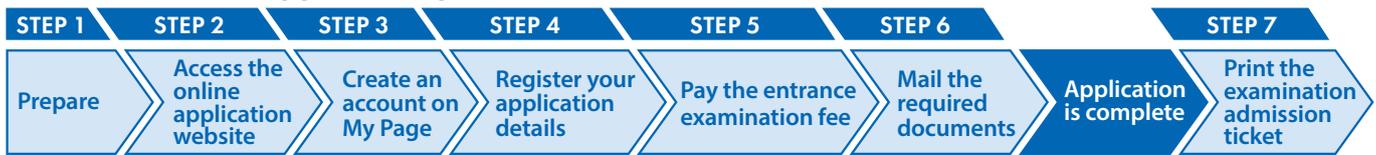
STEP 1 — Prepare

Prepare a PC with 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.

Transcript

Data of your photo

STEP 2 — Access the Online Application Website

Access the Online Application website

https://e-apply.jp/ds/kobe-u/

STEP 3 — Create an Account on My Page

Enter the required information according to the instructions on the screen to create an account 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
My Page Registration

② Register your e-mail address and click on
Send an e-mail for temporary registration >

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

④ An initial password and a URL for completing your registration will be sent to the email address you registered.
*Please make sure that you can receive emails from the domain "@e-apply.jp".

⑤ From the login screen, enter your registered email address and the "initial password" you received in Step ④, then click
log-in

⑥ Change your initial password.

⑦ Enter your personal information and click
Next

⑧ Confirm your personal information and click
Register this information

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

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

*You can proceed with the application process by clicking the **Apply** ＞ button only during the application period. If it is outside the registration period, you will not be able to proceed beyond this point. In that case, please click the **Log-out** button.

STEP 4
Register your application details

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 an entrance exam and confirm the important notices.

③ Select the desired department, etc.

④ Upload a photo.
Click on the **Select Photo** ＞ button to select a photo.

⑤ Enter your personal information (such as name and address) and upload the required documents.

⑥ Confirm your application details.
Click on the **Your application form (for review)** button to confirm it.

⑦ Your application is registered.
Click on the **Pay** button to proceed to the page where you can pay your entrance examination fee.

⑧ Payment methods for examination fees.
● Convenience stores
● ATMs with Pay-easy
● Online banking ● Credit cards

⑨ Document required for the application in PDF format (Sample)
*This document can be printed out after the entrance examination fee is paid.

⚠️

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 entrance examination fee, you can substantially modify the information by re-registering using the correct information.

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

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 Daily YAMAZAKI, Seicomart
Online payment number by Memo (11 digits)

For LAWSON, MINISTOP, FamilyMart, ATMS with Pay-easy
Customer number memo (11 digits)

Confirmation number memo (6 digits)

Receiving agency number (5 digits) **5 8 0 2 1** *A receiving agency number is required for payment Pay-easy.

A confirmation email will be sent after you complete your registration. If you have email filters in place, please make sure to allow emails from the sender domain "@e-apply.jp". *Please note that the confirmation email may be sorted into your spam or junk folder.

STEP 5

Pay the Entrance Examination Fee

Please select credit card payment, if you are making a payment from outside Japan.

1 Credit Card Payment

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

VISA · Master · JCB · AMERICAN EXPRESS · MUFG CARD · DC · UFJ Card · NicoS

Payment is completed upon registration.

2 Online Banking Payment

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 Convenience Store Payment

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

● **Payment can be made at a cash register.**

セブン-イレブン

Daily YAMAZAKI / ヤマザキデイリーストアー

Seicomart

● **Payment can be made using a store terminal.**

Loppi — LAWSON · MINISTOP

Multi-functional copy machine — FamilyMart
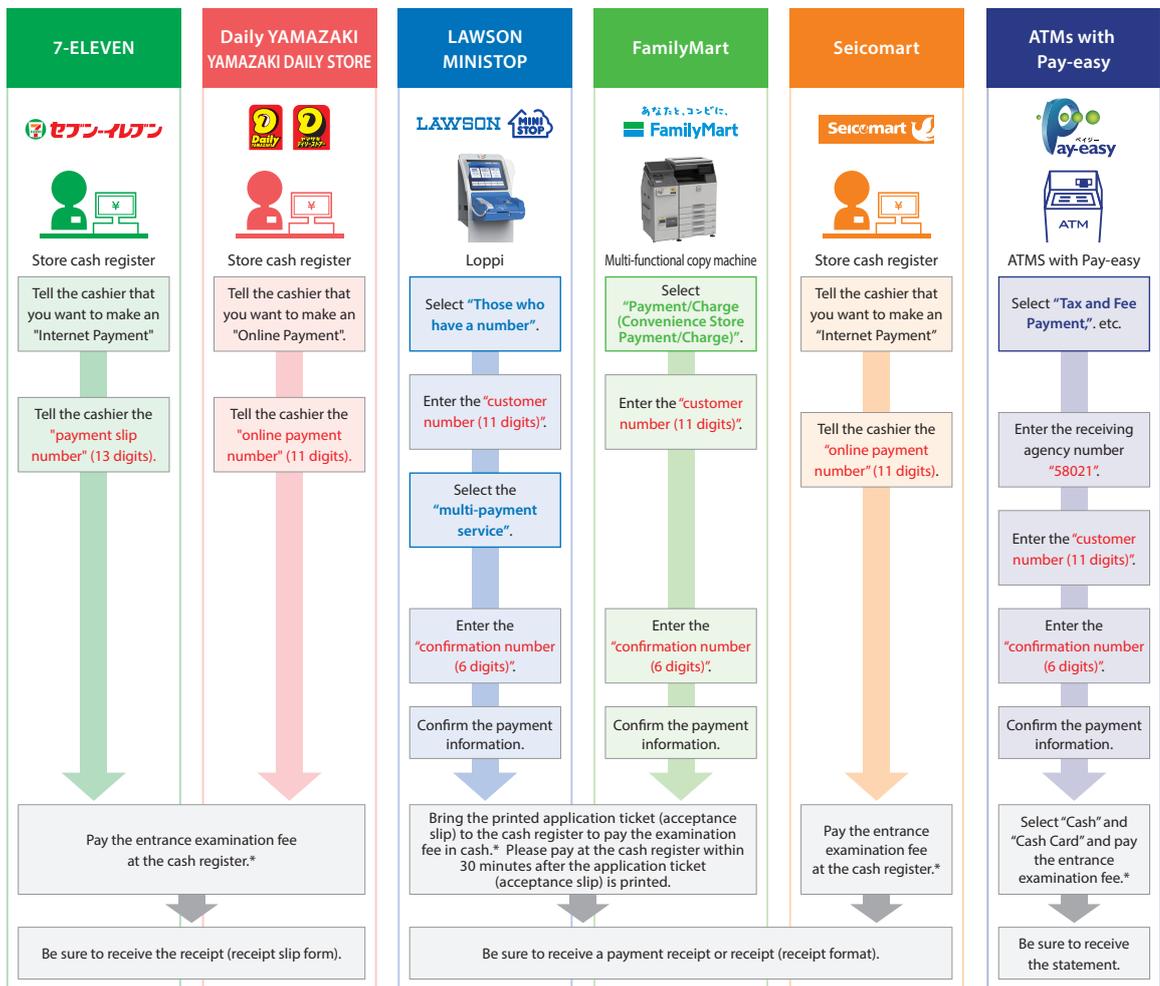
4 Bank ATMs with Pay-easy

Payment can be made 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.

Pay-easy

*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 entrance examination fee.

3 Convenience Stores

7-ELEVEN	Daily YAMAZAKI / YAMAZAKI DAILY STORE	LAWSON / MINISTOP	FamilyMart	Seicomart
セブン-イレブン	Daily / デイリー	LAWSON · MINISTOP	FamilyMart	Seicomart
Store cash register	Store cash register	Loppi	Multi-functional copy machine	Store cash register
Tell the cashier that you want to make an "Internet Payment"	Tell the cashier that you want to make an "Online Payment".	Select "Those who have a number".	Select "Payment/Charge (Convenience Store Payment/Charge)".	Tell the cashier that you want to make an "Internet Payment"
Tell the cashier the "payment slip number" (13 digits).	Tell the cashier the "online payment number" (11 digits).	Enter the "customer number (11 digits)".	Enter the "customer number (11 digits)".	Tell the cashier the "online payment number" (11 digits).
		Select the "multi-payment service".		
		Enter the "confirmation number (6 digits)".	Enter the "confirmation number (6 digits)".	
		Confirm the payment information.	Confirm the payment information.	
Pay the entrance examination fee at the cash register.*		Bring the printed application ticket (acceptance slip) to the cash register to pay the examination fee in cash.* Please pay at the cash register within 30 minutes after the application ticket (acceptance slip) is printed		Pay the entrance examination fee at the cash register.*
Be sure to receive the receipt (receipt slip form).		Be sure to receive a payment receipt or receipt (receipt format).		

4 Bank ATMs

ATMs with Pay-easy
Pay-easy
ATMS with Pay-easy
Select "Tax and Fee Payment,". etc.
Enter the receiving agency number "58021".
Enter the "customer number (11 digits)".
Enter the "confirmation number (6 digits)".
Confirm the payment information.
Select "Cash" and "Cash Card" and pay the entrance examination fee.*
Be sure to receive the statement.

*When using ATMs of Japan Post Bank or banks, you need to pay using a cash card if the amount exceeds 100,000 yen. When using a convenience store, you can pay up to 300,000 yen in cash.

STEP 6 — Print and Mail the Required Documents

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

<u>Some graduate schools do not require documents to be sent by mail. If mailing is not required, please proceed to STEP 7.</u>

After completing your application registration and paying the examination fee, download all required documents and print them in color. Then, combine them with any other required documents and send them by Simplified Registered Mail (Kani Kakitome) with Express Delivery (Sokutatsu) from a post office (mail package must arrive by the application deadline).

■ Documents Required for Application

⚠ **Make sure to carefully read the application guidelines**

● Documents to print from the web application site

● Documents to be downloaded and prepared from our graduate school's website

● Certificates to be issued by your previous university or graduate school

「**The mailing address for your application documents will be automatically printed on the address sheet.**」

■ Application Documents

One copy of each document is required per application registration. Please refer to the student application guidelines for the documents required for application.

Address sheet

The mailing address for the application documents is automatically printed on the address sheet.

Paste the address sheet on a square No. 2 envelope (240mm x 332mm).

Post office

Once received, the examination fee and required documents will not be returned under any circumstances, except for those cases explicitly stated in the student application guidelines.

< Application is Complete >

Important points when submitting your application

The application process is completed after you finish registering on the online application site, pay the examination fee, and send the required documents without any deficiencies by mail. Please note that even if your online-registration is complete, your application will not be accepted unless the required documents arrive by the submission deadline. For each deadline, please refer to the student application guidelines of the respective faculty or graduate school.

Online registration is available 24 hours a day. However, please send the required documents within the time period specified in each application guideline. We recommend that you apply with sufficient time to spare.

STEP 7 — Print the Examination Admission Ticket

After your application has been accepted without any deficiencies and your admission ticket is available for printing, a notification will be sent to the email address you registered during the application.

Even if you do not receive the email, please log in to the online application site and print your admission ticket **in color on A4 paper (single-sided)** by the day before the exam, and **bring it with you on the exam day**.

Examination admission ticket

Name : OOOO
Entrance Examination : XXX Entrance Examination