



Examination Portal Site

How to Use UCARO

Please ensure you have completed the following before the prescribed deadline.

- Entering Details for the Admission Procedure
- Payment of Admission Fees
- Payment of Other Expenses
- Mailing Documents for Submission

Contents

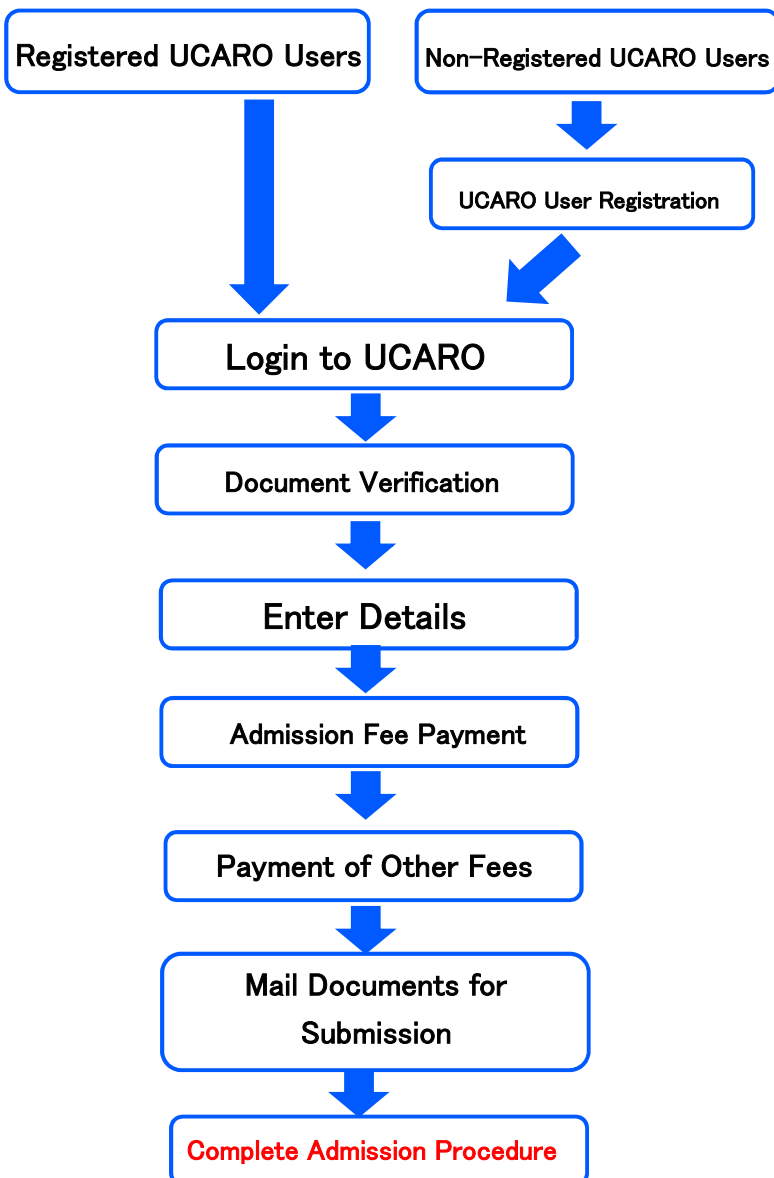
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--Admission Procedure--

[Important]

Please note that students who do not complete [Entering Details for the Admission Procedure] [Payment of Admission Fees] [Mailing Documents for Submission] before the procedure deadline, will be considered to have declined admission.

Admission Procedure Flow



-- Advance Preparation -----

<Recommended System Requirements (Smartphone)>

- ◆ **OS**
 - iOS 15 · Android 12
- ◆ **Browser**
 - Default browser of the selected device
 - * Please note that the procedure may not function correctly in systems other than those described above.
 - * The content will be displayed in the same way on PCs and smartphones. Please note that some browsers and their versions may not display the contents correctly.
- * Feature phones are not supported.
- ◆ **JavaScript**
 - Some pages use JavaScript, so please make sure it is enabled in your browser.


Login to UCARO

To access UCARO, please use the URL below or scan the QR code on the right.
(<https://www.ucaro.net/>)



1-1 Document Verification


(1) Login

For logging into UCARO, click  on the top right of the screen to expand the menu.

Click on Examination List, which will redirect you to the password entry screen. Enter your password.

Alternately, click [View Details] under the Examination List at the top of the TOP Screen. This will also take you to the password entry screen, where you can input your password.



The Examination List screen **displays details of the candidates accepted by the University of Tokushima**. Please click on  to expand the menu.

Please click on the “Admission Procedure” button at the bottom of the screen to proceed.



1-2 Verification of Documents

(2) Verifying the Admission Procedure Booklet

Proceed to the Admission Procedure Screen and click on **[Important] Please Verify the [Admission Procedure Booklet] posted under Downloads.**

Or, select



Documents required for the admission procedure are listed under Downloads.

Please download and fill them as necessary and submit them to the University by post or as prescribed.



2-1 Entering Details

When entering details, please note:

- After you agree to the “Terms on the Handling of Personal Information,” you can fill in the other details and make the payment due at the time of enrollment.
- Please ensure you click on the “Save” and “Complete” buttons in the middle of the screen for each item.
- Various clauses for agreements and items for saving information will be displayed on the screen.
- After entering the information, click on the [Entry of Details Completed] button.
- Note that once you click the [Entry of Details Completed] button, you will not be able to edit any of the entered information.
- This system uses JIS Level 1 and 2 kanji. Entering kanji that are not part of the JIS standard will result in errors, and you will not be able to complete the form. In such a case, please enter alternate characters (simplified conventional characters). Example: 高 ⇒ 高 崎 ⇒ 崎

Please enter your information into the Admission Procedure Detail Entry Screen as follows:

(1) Click on “Terms on the Handling of Personal Information” for the policy on handling Personal Information. Please accept the Terms displayed on the screen.

By selecting the check box “I Agree with the Terms on the Handling of Personal Information” and clicking “Complete,” you will be able to enter the details for the admission procedure and make the required payments.

2-2 Entering Details

First click on the **item with the V at the right end of the menu to expand the item**, and then click **"Edit"** to proceed.

個人情報取り扱いに関する同意条項

入学手続情報入力

【必須】入学手続情報入力時の注意事項

- 学則・宣誓書
- 個人情報 (身上調査)**
- 徳島大学情報資産使用に係る同意書
- 保証人情報
- (保護者)保証人情報
- 緊急連絡先情報
- 写真アップロード

● 個人情報

氏名
徳大 太郎
トウダイ タロウ

生年月日
9999年9月9日生

性別
男性

最終学歴
高等学校

課程・学部
全日制

学科・専攻
普通科

本人氏名ローマ字
-

入学後住所

入学料免除申請について
-

安全保障輸出管理について
外国政府や外国法人と雇用契約等結んでいる
外国政府などから経済的利益を受けている
外国政府等の指示の下で行動している
-

本人情報を編集する

(2) Academic Regulations and Pledge

Please **review the Academic Regulations and Pledge**, and check **"I Agree to Uphold the Academic Regulations and Swear as per the Pledge"** and click **"Complete."**

受験一覧

入学手続

徳島大学

学則・宣誓書

入学に際しましては、下記の学則を確認のうえ、宣誓書に同意ください。

徳島大学学則

宣誓書

徳島大学長 殿
私は本学の教育方針に従って学則をまもり、学術の研究と人格の陶冶に努めることを誓います。
令和5年4月1日

学則に同意し、宣誓書のおおひきます

学則を必ず確認のうえ、上記にチェックください

完了する

戻る

利用規約 個人情報保護方針 SNS運営規約
Copyright ODK Solutions Company, Ltd. All Rights Reserved.

2-3 Entering Details

(3) Personal Information

Please review your entered details, fill in the required information, and click “Save.”
If you do not have a registered domicile, please enter your parents’ or family’s domicile.

※ Registered Domicile

Please select your Registered Domicile **from the pull-down menu.**

If you are a foreign national, please select “Other.” If you have selected **“Other”** under Registered Domicile, the **“Nationality”** item will be displayed, and you must **select one of two options: ○ Exchange Student; ○ International Student.** Then, **select your country from the Countries pull-down menu.**

UCARO
受験一覧
入学手続

徳島大学

【入学手続情報入力】
本人情報
(身上調書)

以下に表示されているフリガナ・氏名にて学生証を作成します。
修正がある場合は、「氏名の修正方法について」を参考に入学手続期間内にメールにてご連絡ください。

氏名(漢字)
徳大 太郎
トクダイ タロウ

生年月日
9999年9月9日生

性別
男性

最終学歴
高等学校

課程・学部
課程を選択

全日制
全日制

学科・専攻
普通科

本人氏名ローマ字 必須 ※半角

姓 名
Tokushima Taro

入学後住所
学生の住所は、通学する住所を原則としますが、下宿等未決定の場合は、保護者の住所を入力してください。

郵便番号 必須 ※半角
770 - 8501

郵便番号から住所自動入力

都道府県 必須
都道府県を選択

市区部 必須 ※全角
徳島市

町村番地 必須 ※全角
新蔵町 2 - 2 4

アパート・マンション名 ※全角
徳大レジデンス 1 0 0 1

電話番号 必須 ※半角
※自宅電話もしくは携帯番号いずれか必須

自宅電話
088 - 656 - 7000

携帯電話
090 - 0000 - 0000

メールアドレス 必須 ※半角英数字

メールアドレス(携帯電話)
XXXX@XXX.XXX.XXX

メールアドレス(確認用)
XXXX@XXX.XXX.XXX

※登録完了後に確認メールを送ります。
また、入学後に大学からのお知らせや授業などの情報を配信します。
受信可能なメールアドレスを正しく入力ください。
携帯電話のアドレスがない方は、パソコンやフリーメール(Gmail、Yahooメールなど)でも構いません。
※「ucaro.net」および「tokushima-u.ac.jp」からのメールを受信できるように設定をお願いします。

本籍 必須
外国籍の方は「その他」を選択してください。
本籍を選択

入学科免除申請について 必須
詳細は「こちら」をご確認ください。
 申請なし(入学科を支払う) 申請あり(入学科を支払わない)

安全保障輸出管理について 必須
安全保障輸出管理については下記をご確認ください。
徳島大学 研究支援・産学連携センター

①外国政府や外国法人と雇用契約等を結んでいる
 はい いいえ

②外国政府などから経済的利益を受けている
 はい いいえ

③外国政府等の指示の下で行動している
 はい いいえ

登録する
戻る

2-4 Entering Details

(4) Tokushima University Information Assets Use Agreement

- ① Please review the contents of the Tokushima University Information Assets Use Agreement, and
- ② First click on the checkbox "I Agree with the Tokushima University Information Assets Use Agreement," and then click "Complete."

The screenshot shows the 'Agreement on Use of Information Assets of Tokushima University' page. At the top, there is a header with 'UCARO' and '受験一覧'. Below that, the university name '徳島大学' is displayed. The main content area contains the agreement text in both Japanese and English. A red box highlights the checkbox area where the user must agree to the terms. Below the checkbox, there are two 'Download' buttons for additional documents. At the bottom, a blue button labeled '完了する' (Complete) is highlighted with a red dashed border, and a grey '戻る' (Back) button is visible below it.

(5) Guarantor Information

- ① Select your Student Classification from the pull-down menu (Japanese Student, Exchange Student, or Foreign Student).

※ Student Classification

The input form for Guarantor information will be displayed for "Japanese Students" and "International Students." Enter the information as required.

The Guarantor Information field will not be displayed for "Exchange Students," and they should "Save" and proceed to finish.

The screenshot shows the 'Guarantor Information' page. At the top, there is a header with 'UCARO' and '受験一覧'. Below that, the university name '徳島大学' is displayed. The main content area contains the title '【入学手続情報入力】保証人情報(身上調査)'. A red box highlights the '学生区分' (Student Classification) pull-down menu, which is currently set to '学生区分を選択'. A red asterisk is placed to the left of the menu. Below the menu, there are two buttons: a blue '登録する' (Register) button and a grey '戻る' (Back) button. At the bottom, there is a footer with '利用規約 個人情報保護方針 SNS運営規約' and 'Copyright ODK Solutions Company, Ltd. All Rights Reserved.'

2-5 Entering Details

② “Japanese Students” and “International Students”

Please have the individual acting as your guarantor read and agree to the terms of the Guarantor Agreement and check the “I Agree” box, and enter their name and information.

Your guarantor should be your parent or guardian.

In cases where it is impossible to have a parent or guardian, the guarantor should be someone of reliable character who is at least 20 years old.

学生区分 **必須**

日本人学生

保証人 契約 **必須**

徳島大学長 殿

本システムを利用し手続を行うの学生について、貴学在学中は諸規則を遵守させることはもとより、本人の一身の上のこと（下記参照）については、私が責任を持ちます。
なお、所定の授業料等貴学に対する一切の責務（下記参照）に滞納があった場合は私が責任を負い、貴学の指示に従い納付します。
以上のごことを確認するため、本書に同意します。

同意する

保証人は、保護者としてください。
ただし、やむを得ないときは、保護者以外で満20歳以上の身元確実な者でもかまいません。なお、授業料についての通知等は保証人へに送付します。
保証書に記入する保証人の方と同一人物となるようご注意ください。

氏名 **必須**

姓 ※全角 徳大 名 ※全角 二郎

セイ ※全角 トクダイ メイ ※全角 シロウ

続柄 **必須**

続柄を選択

住所

郵便番号 **必須** ※半角 770 - 8502

郵便番号から住所自動入力

都道府県 **必須** ※全角 都道府県を選択

市区部 **必須** ※全角 徳島市

町村番地 **必須** ※全角 南常三島町 1 - 1

アパート・マンション名 ※全角

電話番号 **必須** ※半角

※自宅電話もしくは携帯番号いずれか必須

自宅電話 088 - 000 - 0000

携帯電話 080 - 0000 - 0000

勤務先

勤務先 ※全角

連絡先 ※半角

連絡の取りやすい電話番号またはメールアドレスを入力してください。

個別成績表送付に係る同意 **必須**

※送付を希望しない方も、留年した場合は『個別成績表』を送付します。
なお、大学進学へは成績表の送付を行っていただき、ので送付を希望しないにチェックをお願いします。

送付に同意する 送付を希望しない

登録する

戻る

③ Consent for Sending Individual Transcripts

The University sends grade reports once a year to parents and guardians so that they can monitor the progress of their child's studies.

Please check either “I Consent to Sending” or “Do Not Wish to Receive Individual Transcripts” for both you and your guarantor.

Also note that we do not send transcripts for graduate students, so please check “Do Not Wish to Receive Individual Transcripts.”

(6) (Parents, etc.) Guarantor Information (for Tuition Fee Notification)

Please follow the on-screen instructions to fill in the required fields.

The e-mail address entered on this screen will be used to send tuition fee notification emails in May and November, so ensure that you have entered the correct information.

Please set it up so that you can receive mail sent from the domain "tokushima-u.ac.jp."

☑ 受験一覧

入学手続
 徳島大学
 【入学手続情報入力】
 (保護者)保証人情報
 (身上調査)
 授業料お知らせ用

氏名 必須

姓 ※全角	名 ※全角
<input type="text" value="徳大"/>	<input type="text" value="二部"/>
セイ ※全角	メイ ※全角
<input type="text" value="トクダイ"/>	<input type="text" value="ジロウ"/>

続柄 必須

続柄を選択 ▼

住所

郵便番号 必須 ※半角

-

郵便番号から住所自動入力

都道府県 必須

都道府県を選択 ▼

市区郡 必須 ※全角

町村番地 必須 ※全角

アパート・マンション名 ※全角

電話番号 必須

※自宅電話もしくは携帯番号いずれか必須

自宅電話

- -

携帯電話

- -

保証人メールアドレス (授業料お知らせ用) 必須 ※半角英数字

メールアドレス

メールアドレス (確認用)

※ご登録いただいたメールアドレス宛に、前期においては5月、後期においては11月に授業料についてのお知らせを送付させていただきますので、受信可能なメールアドレスを正しく入力してください。
 携帯電話のアドレスがない方は、パソコンやフリーメール (Gmail, Yahoo!など) でも構いません。
 ※「tokushima-u.ac.jp」からのメールを受信できるように設定をお願いします。
 ※もし、ご登録いただいたメールアドレスに送信できなかった場合は、入学後全学生に付与される学内メールアドレス宛て授業料のお知らせを送付させていただきますので、ご了承ください。

登録する
戻る

(7) Emergency Contact Information

Please enter your emergency contact information.

If your Emergency Contact is the same person as your Guarantor (Parent, etc.) please provide an additional emergency contact.

(8) Photo Upload

① Please prepare your photo for uploading.

«Items to Review for your Photo»

- **Front view of the upper third of your body. No hat, no background.**
- **Photo must be taken within the last 3 months.**

«Format Requirements»

(Initial requirements, before cropping)

- **File extension must be jpg or jpeg**
- **File size should not exceed 10 MB**

(After cropping)

- **Image Size 240 (height) ×180 (width) pixels**

After preparing the photo, click on “UCARO Photo Creation Service.”

2-8 Entering Details

- ② Select the prepared file from **“Select File,”** and click on **“Proceed to Photo Processing.”**



- ③ Use **“Rotate Right/Rotate Left”** and **“Zoom In/Out”** to adjust the image to fit precisely into the rectangular frame, and click **“Crop.”**

※ The original photo should completely fill the rectangular frame. If this is not done correctly, the photo will have a gray border after cropping.



- ④ Check if all the conditions within **“Items to Review”** have been met, and check all the boxes. Then, save the cropped photo from **“Save Photo”** and close the page.

※ iOS users will see a prompt asking, **“Do you want to download?”** Upon confirming, you should long-tap the displayed image and click **“Add to ‘Photos’”** to save the image to the Photos App.

You must use Safari to save the image.



2-9 Entering Details

- ⑤ Select the image saved after the process above in **“Upload File Selection”** and click **“Save.”**

The screenshot shows the UCARO admission procedure page. At the top, there is a navigation bar with the UCARO logo and a menu icon. Below the navigation bar, there is a header section with the text "受験一覧" and "入学手続". The main content area is titled "徳島大学" and "写真アップロード". There are instructions for photo upload: "・無帽、正面、上三分身、無背景であること" and "・3か月以内に撮影したものであること". Below the instructions, there is a link for "証明写真トリミングサービス" and "UCARO証明写真作成サービス". At the bottom of the main content area, there is a button labeled "アップロードファイル選択" and a large blue button labeled "登録する". Below the "登録する" button is a grey button labeled "戻る". At the very bottom of the page, there are links for "利用規約", "個人情報保護方針", and "SNS運営規約", and a copyright notice: "Copyright ODK Solutions Company, Ltd. All Rights Reserved."

- (9) After filling out all the details, the **“Entry of Details Completed”** button will become active and clickable.

A pop-up window will appear.

Click **“Complete”** to complete the entry of details for the admission procedure.

You will also receive a notification of completion to the email address entered on the Personal Information screen.

- ※ Note that once you click on **“Complete,”** you will not be able to edit the information any further, so please ensure that the details you have provided are complete before clicking.

The screenshot shows a button labeled "全入学手続情報入力完了" (All admission procedure information entered) with a red dashed border. Above the button, there is a warning icon and text: "【必須】全入学手続情報入力完了押下前の注意事項" and "全項目の入力完了後に、全入学手続情報入力完了を押下してください。"

The screenshot shows a confirmation dialog box with a warning icon and text: "入力完了後、手続情報の入力に変更できません。よろしいですか？" (After completion, you cannot change the procedure information. Is it all right?). Below the text are two buttons: "完了する" (Complete) and "戻る" (Back). The "完了する" button has a red dashed border.

Procedure for Payment of Admission Fees

Admission Fees is paid using UCARO.

Please note that if you do not pay by the deadline, you will not be granted admission.

However, if any of the conditions below apply to you **and you checked "Applied" under the Application for Admission Fee Waiver section under your Personal Information**, please verify the Admission Procedures (Booklet) and submit the necessary documents; you do not have to follow the UCARO payment procedure for the Admission Fees.

<Undergraduate Students>

- Candidates selected for scholarship through their high school, etc. (※excluding transfer students)
- Applicants for deferment of Admission Fees

<Graduate Students>

- Applicants for waiver of Admission Fees and deferment of the collection of Admission Fees.

[Important] Handling Charges

When making a payment, handling charges excluding the Admission Fees must be paid.

Non-credit card payments - Flat charge of ¥ 1,100

Credit card payments - For ¥ 282,000, Enrollment fee: ¥ 7,470

Procedure for Payment of Other Expenses

Payment of Other Expenses will also be handled by UCARO.

Other expenses include the **premium for the School Education & Research Disaster and Accident Insurance, Student Support Group Membership Fees, Student Association Fees, educational materials required by each department, Vaccination Charges, and Alumni Association Fees.**

For more details, please refer to the information and materials mailed separately.

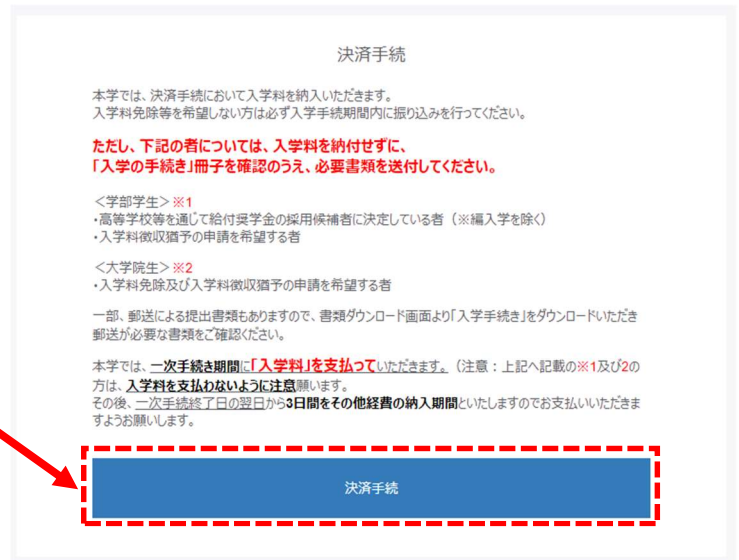
"Other expenses" refers to the expenses that students incur for various purposes, including educational, research, and extracurricular activities. The Alumni Association can support students' educational and research activities. We appreciate your understanding of these activities and request that you pay the expenses.

[Important] Handling Charges

For details regarding handling charges of other expenses, please refer to **(Handling Charges) on the Web.**

(1) Admission Fees Payment Procedure Screen

① After you agree to the Terms on the Handling of Personal Information, scroll to the bottom of the procedure screen and click on [Payment Procedure] to proceed to the Payment Methods Selection screen.



② Top of the screen

• Credit card payment

③ Bottom of the screen

• Non-credit card payment

※ Payment via convenience stores, net banking, or Pay-easy.

Select your desired payment method (credit card or non-credit card) and select the button next to “Primary Procedure” to activate the “Proceed to Payment” button.

Click on “Proceed to Payment” to continue with the payment procedure.

Please note that you cannot check the secondary procedure button until the primary procedure has been completed.



3-3 Payment of admission fee / Payment of other expenses – Payment Screen (2)

(2) Payment Procedure Screen for Other Expenses

① Students paying the Admission Fees

Payment of other expenses cannot be made without payment of Admission Fees.

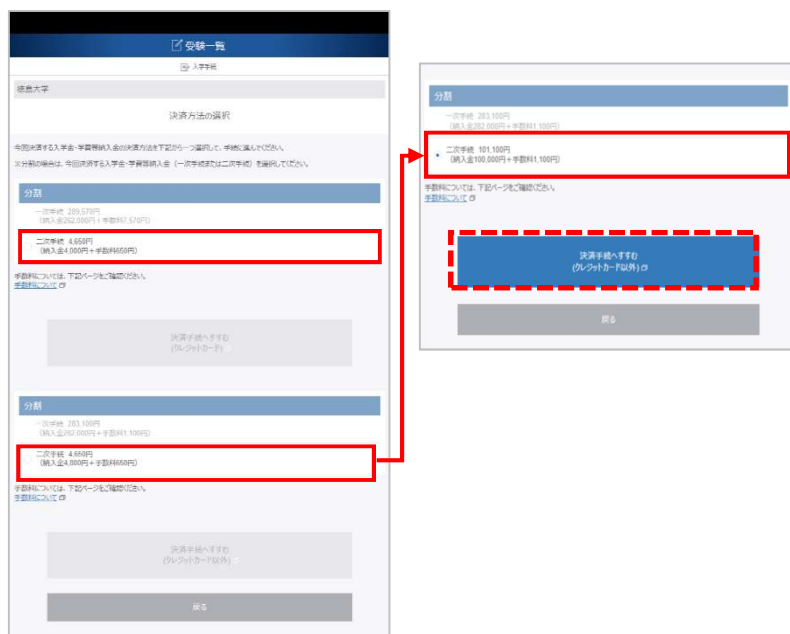
After completing payment of Admission Fees via convenience store or credit card, etc., please access the UCARO payment screen again using your smartphone or other device



The button beside Admission Fees will be grayed out, and then the one next to Other Expenses will be activated and clickable.



Please select a payment method and pay for Other Expenses using the same method used for Admission Fees.



② Students applying for Waiver or Deferment of Admission Fees

(Students who checked “Applied” under the Application for Admission Fee Waiver section under Personal Information)

Payment of Other Expenses cannot be completed before completing the Admission Procedure.

Please access the UCARO payment screen using your smartphone or other device within three days after the deadline for the Admission Procedure.



The button beside Other Expenses will be activated and clickable.



Please select a payment method and pay for Other Expenses.

※ For details on payment methods, please refer to pages 16–19 for “Non-Credit Card Payment” or “Credit Card Payment.”

(3) Non-Credit Card Payment

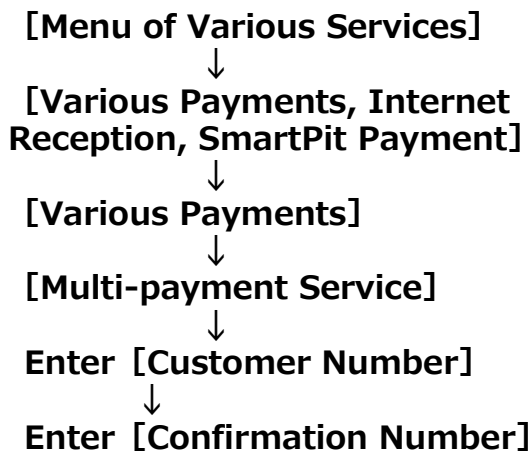
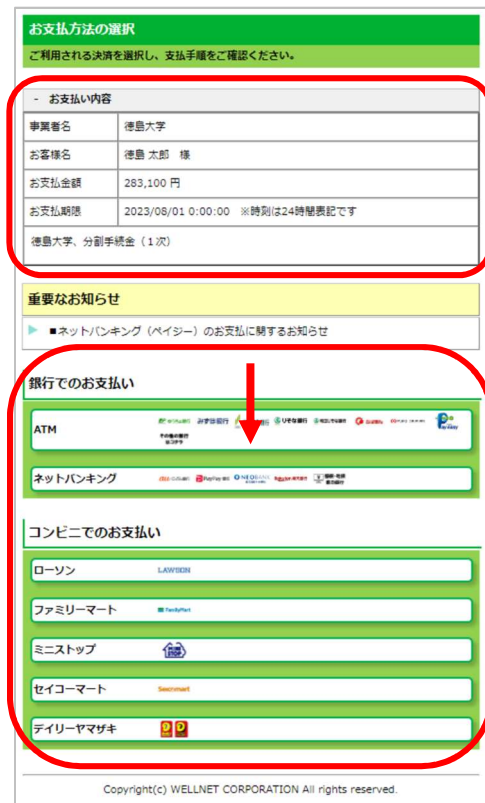
Institution Name **Tokushima University**
 Customer Name **Your Name**
 Payment Amount **Admission Fees + Handling Charges**

Please ensure the sum is displayed correctly.

After verifying, click on the item that corresponds to your payment method.

① Lawson/Ministop

Please take a copy of the **Customer Number** and **Confirmation Number** issued to you or print them out and enter them at a Loppi terminal in the store and make your payment as per the below process.



Review the payment details and then proceed to the next screen.

Please pay at the cashier within **30 minutes** after the application ticket is issued at the terminal.

3-5 Payment of admission fee / Payment of other expenses –Non-Credit Card

② FamilyMart

Please take a copy or print out the Customer Number and Confirmation Number issued to you and enter them at the Famiport terminal in the store and make your payment as per the below process.

[Payment]



[Click here if you have a Customer Number]



[Proceed to Number Entry Screen]



Enter your [Customer Number]



Enter your [Confirmation Number]

Review the payment details and then proceed to the next screen. Please pay at the cashier within **30 minutes** after the application ticket is issued at the terminal.

印刷する 画面を確認 店舗を検索

マルチコピー機にてお客様番号と確認番号を入力し、レジでお支払い

お客様番号	0000-000-000-0
確認番号	00000

最初に 代金支払い/チャージ (ここではお支払い/Charge) の画面から「コンビニでお支払い」のボタンを押します。

2番目に 「番号入力」を選択します。

3番目に お客様番号 (0000-000-000-0) を入力し、次の画面へ ※入力時ハイフンは省く

4番目に 確認番号 (00000) を入力し、次の画面へ

5番目に 表示された画面を確認し、次の画面へ、申込券が発券されます。

最後に 30分以内にレジにてお支払い下さい。受領書を必ずお受け取りください。

③ Seicomart

Please take a copy or print out the barcode and online payment number issued by Seicomart and make your payment at the store as per the below process.

Inform the cashier you wish to make an **"Internet Payment."**



Present the **barcode** to the cashier. The staff will scan the barcode.

※ To use the online payment number, use the touch panel and enter the number, omitting the hyphens.



Review the payment details and proceed to the next screen to make your payment.

セイコーマート
セイコーマートの店舗にてお支払いしてください。

+ お支払い内容

印刷する 画面を確認 店舗を検索

レジでバーコードをかざしてお支払い

レジ用バーコード		レジでオンライン決済番号を入力しお支払い
		オンライン決済番号 0000-000-000-0

最初に レジにいるスタッフに「インターネットの支払」とお伝えください。

2番目に バーコードをレジにコードをスキャンし

3番目に レジの画面でお支払い内容を確認し、「OK」ボタンを押してください。

最後に 代金をお支払いください。取引明細書領収書を必ずお受け取りください。

※うまくバーコードが読み取れない場合は、下記のオンライン決済番号からお支払いください。

最初に レジにいるスタッフに「インターネットの支払」とお伝えください。

2番目に タッチパネルを操作して、オンライン決済番号 (0000-000-000-0) をハイフンを省き入力します。

3番目に レジの画面でお支払い内容を確認し、「OK」ボタンを押してください。

最後に 代金をお支払いください。取引明細書領収書を必ずお受け取りください。

前の画面に戻る

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④ Daily Yamazaki

Please note down or print out the online payment number issued to you and make your payment at the store as per the below process.

Inform the cashier you wish to make an **"Internet Payment."**



Use the touch panel to input the number, omitting the hyphens.



Review the payment details and proceed to the next screen to make your payment.

店舗レジにてお支払いしてください。

+ お支払い内容

印刷する 画面を確認 店舗を検索

オンライン決済番号	0000-000-000-0
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オンライン決済番号を印刷またはメモして、レジでお支払い

最初に レジにいるスタッフに、「オンライン決済」とお伝えください。

2番目に タッチパネルにオンライン決済番号 (0000-000-000-0) をハイフンを省き入力します。

3番目に お支払い内容を確認し、「確定」ボタンを押してください。

最後に 代金をお支払いください。領収書(レシート形式)を必ずお受け取りください。

前の画面に戻る

⑤ ATM

Please take a copy or print out the issued collection agency number, customer number, and confirmation number, and make your payment at an ATM with the Pay-easy mark.

※Terms on the menu will differ depending on the financial institution.

[Payment of Tax or Other Fees]

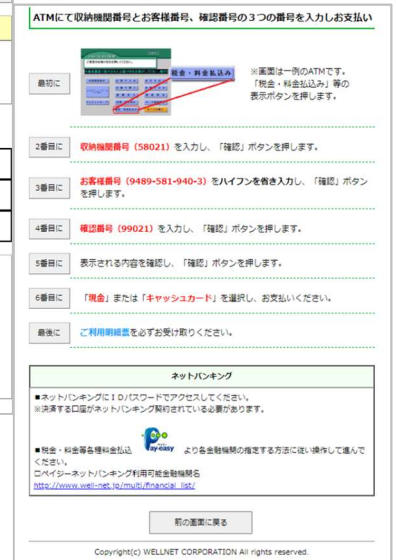
↓
Enter [Financial Institution Number]

↓
Enter [Customer Number]

↓
Enter [Confirmation Number]

↓
Review payment details and proceed to the next screen and select “Cash” or “Card” to make your payment.

※ You will need a cash card for payments exceeding ¥ 100,000.



⑥ Net Banking

Select the financial institution through which you are making the payment and follow the onscreen instructions to make the payment.

※ The specific procedure will differ depending on the financial institution.



(4) Credit Card Payment

Institution Name **Tokushima University**
 Customer Name **Your Name**
 Payment Amount **Admission Fees + Handling Charges**

Please ensure the sum is displayed correctly.

Review the information, then click on the credit card button outlined in red and proceed to the next step.

- ① Confirm Entered Information
 Check the given information on the form and click on **"Agree and Proceed."**

- ② Credit Card Payment
 Please have your credit card for payment ready at hand.

Enter the

- Credit Card Number
- Expiration Date
- Security Code

And click on **"Pay."**

※ It may take some time after you click **"Pay"** for the screen to change. Please do not click again.

Payment Verification

Go to the UCARO Examination List to check your payment status.

Once your payment is received, the screen will display “Admission Fee Payment Complete.”

※ It may take up to 30 minutes for your payment to be reflected.



4 Mailing Documents for Submission

Please send the documents listed on the Downloads page and those mailed by the University that need to be submitted via registered mail (by express delivery) to the person in-charge of the Department to which you have been accepted.

When sending the required documents, you will need the **"QR Code for Admission Procedure Documents."**

You can get your QR Code by scrolling to the bottom of the screen and clicking on "Get the QR Code for Admission Procedure Documents." Ensure that **you enclose it in the return envelope** when mailing the documents.



※The correspondence must be completed within the deadline, so please ensure you send the documents with plenty of time to spare.

