

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

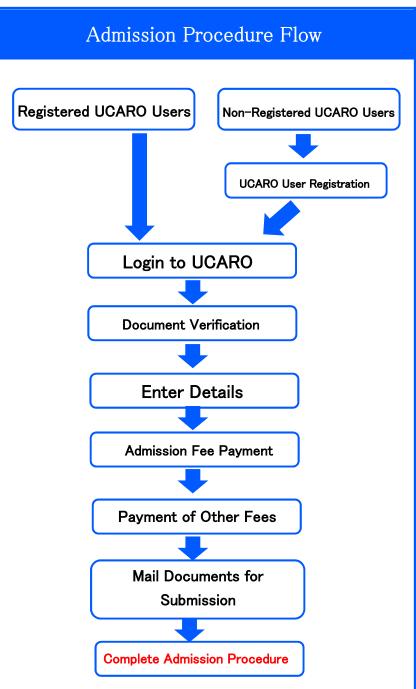
--Admission Procedure--

Booklet Admission Procedure Flow
Booklet Introduction
P2 Document Verification
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Fees

P21 Mailing Documents for Submission

[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.



-- Advance Preparation -----

<Recommended System
Requirements (Smartphone)>

- **♦** 0S
- · 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



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1

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: 髙 ⇒ 髙 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.

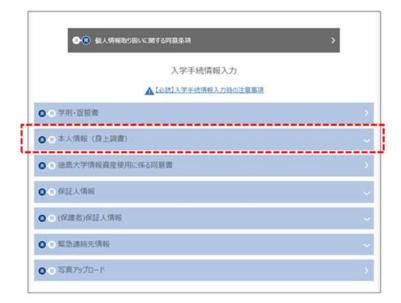
By selecting the check box "I Agree with the Terms on the Handling of Personal Information" and clicking "Complete," you will be able to enter the details for the admission procedure and make the required payments.





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.





(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."



2-3 Entering Details

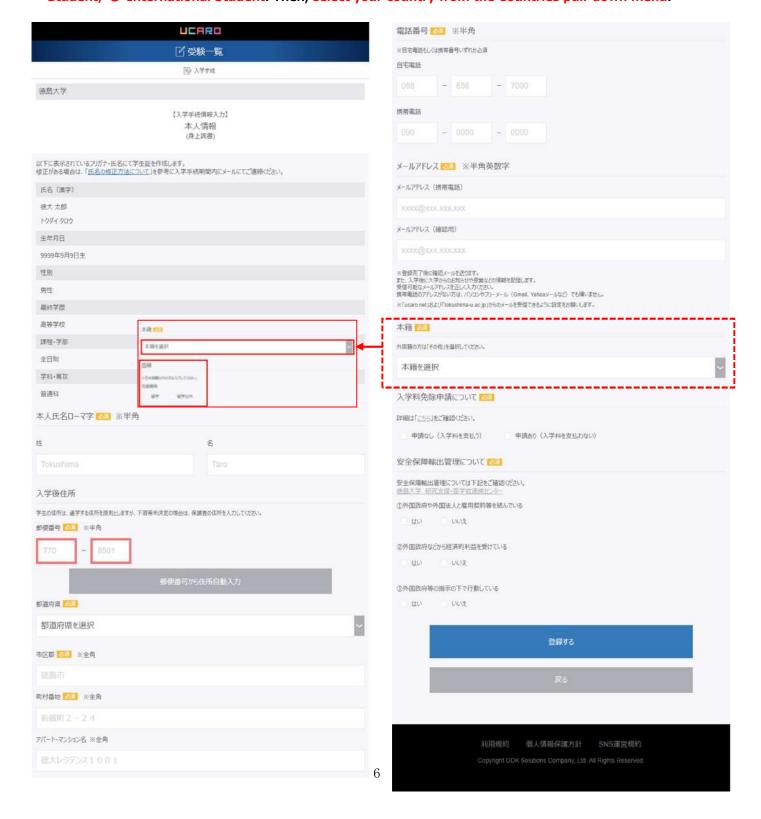
(3) Personal Information

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: O Exchange Student; O International Student. Then, select your country from the Countries pull-down menu.



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."



- (5) Guarantor Information
- ① Select your Student Classification from the pull-down menu (Japanese Student, Exchange Student, or Foreign Student).
- **X 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.



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.

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."



2-6 Entering Details

(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."



2-7 Entering Details

(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."



(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.



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>
- \cdot 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.

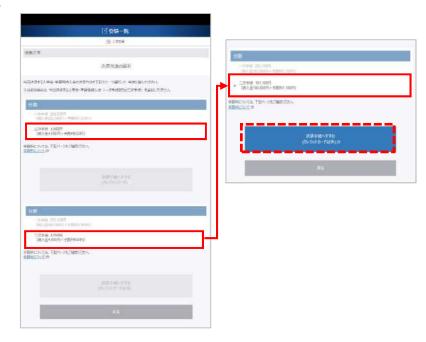
After completing payment of Admission
Fees via convenience store or credit
card, etc., please access the UCARO
payment screen again using your
smartphone or other device



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.

[Menu of Various Services]

\[
\int \text{[Various Payments, Internet Reception, SmartPit Payment]}
\[
\int \text{[Various Payments]}
\]

[Multi-payment Service]
\[
\int \text{[Customer Number]}
\]

Enter [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.

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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.

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.

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.







3-6 Payment of admission fee / Payment of other expenses -Non-Credit Card

(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]

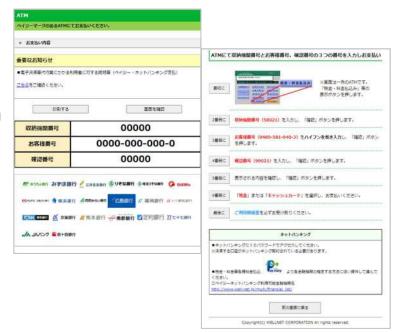
Review payment details and proceed to the next screen and select "Cash" or "Card" to make your payment.

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



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.





3-7 Payment of admission fee / Payment of other expenses —Credit Card

(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."

X 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.**

