How to Use UCARO

The admission process utilizes the UCARO exam portal site.

Please note that students who do not complete "Entering Details for the Admission Procedure", "Payment of Admission Fees", and "Mailing Documents for Submission" within the designated period, will be considered to have declined admission.

Preparation

Recommended Environment (Smartphone)
◆**OS: iOS 15・Android 12 or higher**
◆**Browser: Default browser of the selected device**

* Please note that the procedure may not function correctly in systems other than those recommended 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.

◆**Photo data for student ID cards**

Please prepare your photo for uploading.

* Front view of the upper third of your body. No hat, no background.
* Photo must be taken within the last 3 months.
* File extension must be jpg or jpeg
* File size should not exceed 10 MB
* No photo editing.

You cannot change your student ID photo until you graduate or complete your program.

Admission Procedure Flow

Registered UCARO Users

Non-Registered UCARO Users

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UCARO User Registration

↓

Login to UCARO

Application Linkage

↓

Enter Details

↓

Admission Fee Payment

↓
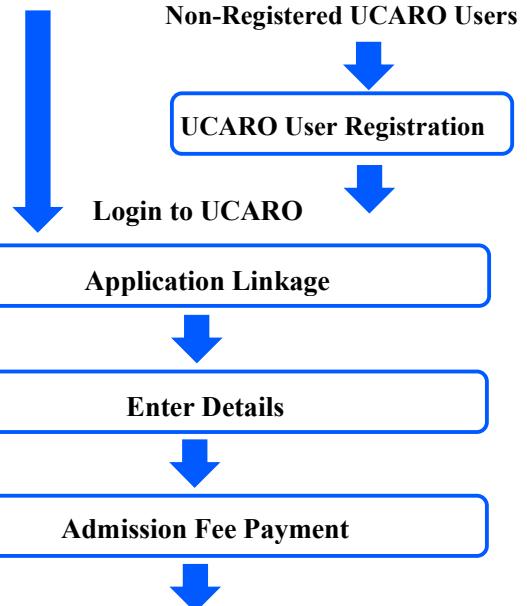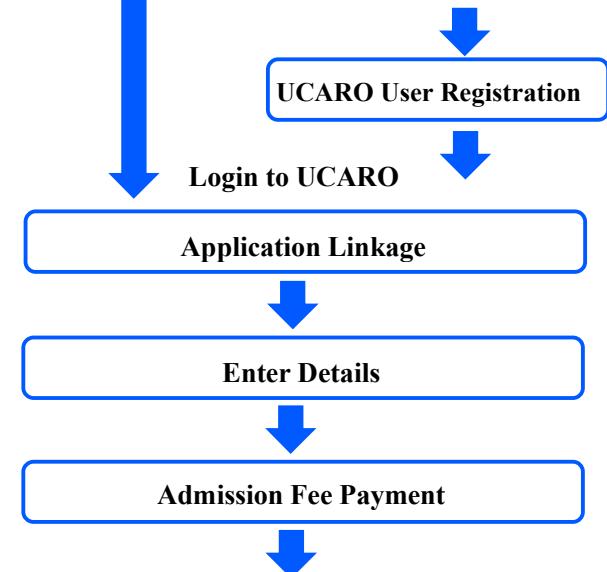
Payment of Other Fees

↓

Mail Documents for Submission

↓

Complete Admission Procedure

■ Contact Information for UCARO Account Creation

Help Desk: ☎ (03) 6634-6494

Application Period: February to Late March 2026

Application Hours: 10:00 AM - 6:00 PM

1 Login to UCARO

UCARO URL: https://www.ucaro.net/

To access UCARO, please use the URL below or scan the QR code on the right.

Registered UCARO Users

1. Click [Login].

2. Please enter your registered email address and password and click the "Login" button.

Non-Registered UCARO Users

1. Click [New Member Registration].

2. After confirming and agreeing to the terms of use, enter your email address and click "Send."
Open the email and follow the URL in the body of the email to proceed with the registration.

3. Enter the required information and register your preferred universities, then click "Select Your Favorite University".

4. Select Tokushima University, click "Confirm Input," then click "Complete Registration with This Information" on the next screen to create your account.

2 Application Linkage

1. Click [Application Linkage] on the menu screen.

2. Please enter the "① Name (Katakana)" and "② Date of Birth" that you entered when applying.
*For "③ Phone number", please be sure to enter "088 656 7095".
<例>
①トクシマ　ショウヘイ
　(Full-width Kana)
② 2000　年 4 月 1 日 (Half-width letters/numbers)
③088-656-7095
Be sure to enter this number.
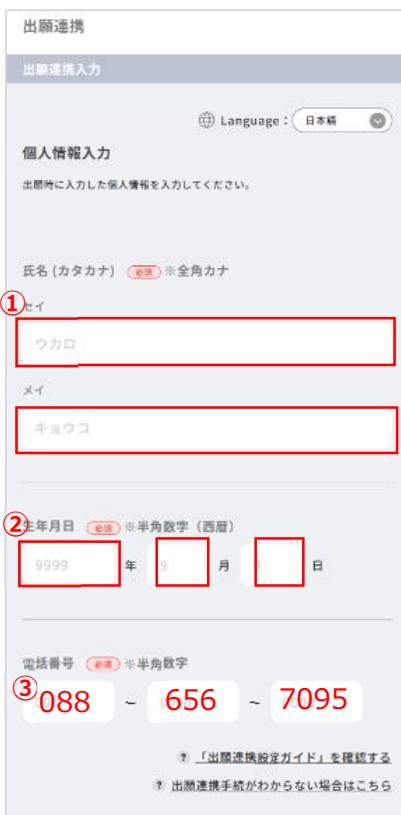
3. Enter the application information below and click "Confirm input." Review the displayed information, and if there are no errors, click "Set Up" to complete the application linkage setup.

①Select "Online Application."
②Select Tokushima University.
③Enter the "Password" listed on your acceptance letter or Procedural documents.

4. Select [Exam List] on the menu screen to display the linked application information.

From the Tokushima University admission information displayed in the application list, click "Open" to expand the menu, click the "Admission Procedures" button, and proceed to enter various information.

3 Entering Details

When entering details, please note:

・After completing registration, be sure to click the [All Admission Procedure Information Entry Completed] button.

・Once you click the [All enrollment procedure information completed] button, you will not be able to edit the information you entered.

・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 ⇒ 高 﨑 ⇒ 崎

・If there are no updates for more than 30 minutes, your session will automatically time out. In this case, please log in again and click "Enrollment Procedures" from the "Exam List" menu option on the screen.

1. Terms on the Handling of Personal Information

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. Entering Details

①First click on the item with the V at the right end of the menu to expand the item, and then click "Edit" to proceed.

②Academic 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."

* Your student ID will be created using the displayed name and furigana. If you need to make any corrections, please contact us by email within the enrollment procedure period, referring to the "How to correct your name" on the screen. Please also contact us if there are any mistakes in lowercase or uppercase furigana.

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 or International Student. Then, select your country from the Countries pull-down menu.
* About application for admission fee exemption
If any of the following apply to you, please check "Apply."
＜Undergraduate Students＞
・Candidates selected for scholarship through their high school, etc. （※excluding transfer students）
・Applicants the deferral　of Admission Fees
＜Graduate Students＞
・Applicants for waiver of Admission Fees and deferment of the collection of Admission Fees.

③Please review the contents of the Tokushima University Information Assets Use Agreement, and first click on the checkbox "I Agree with the Tokushima University Information Assets Use Agreement," and then click "Complete."

④ Click "Guarantor Information" and then click "Edit Guarantor Information."

【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.

"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.

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."

⑤ （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."

⑥ Emergency Contact Information
　Please enter your emergency contact information.
　If your Emergency Contact is the same person as your guarantor (e.g., Parent), please provide an additional emergency contact.

⑦ Photo Upload
　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."

Select the prepared file from "Select File," and click on "Proceed to Photo Processing."

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.

Verify that the conditions for the "Confirmation Items" are met and check all the boxes. Then, save the cropped photo data by selecting "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.

Select the image saved after the process above in "Upload File Selection" and click "Save."

⑧After 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.
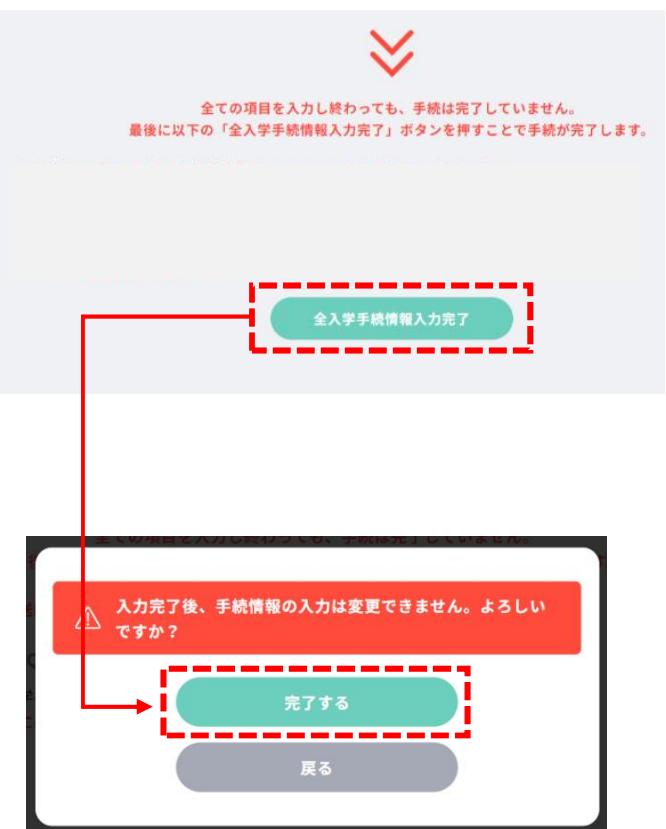
The PDF file (QR code) will not be used by our university, so there is no need to obtain it.

4   Payment of admission fee

Procedure for Payment of Admission Fees

The admission fee is paid in the first procedure, followed by payment of other expenses in the second procedure. Please note that failure to complete payment by the designated deadline will result in non-admission.

However, applicants who fall under the   categories listed below and who have selected "Applying for admission fee exemption" in the "Personal Information (Personal Record)"section should not complete the first procedure (pay admission fees) .

Instead, please submit by mail the required documents for the New Higher Education Tuition Support System, admission fee deferral application, and admission fee exemption application.

The second procedure (payment of other expenses) must be completed via UCARO within three days from the day following   the end of the enrollment procedure period.

＜Undergraduate Students＞

・Candidates selected for scholarship through their high school, etc. （※excluding transfer students）

・Applicants for deferment of Admission Fees

＜Graduate Students＞

【Important】Handling Charges

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

Non-credit card payments - Flat charge of ￥1,144

Credit card payments - For ￥282,000, Enrollment fee: ￥7,374

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1. Payment Screen

Scroll down to the bottom of the payment screen and click "Proceed to Payment" to proceed to the payment method selection screen.

For the first procedure, select either " Credit Card Payment." or " Non-Credit Card Payment", then click "Proceed to payment procedure."

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

If you choose to pay by credit card, proceed to "2. Credit Card Payment." below. If you choose to pay by other means, proceed to "3. Non-Credit Card Payment".

クレジットカード

一括で支払う

368,410円
（納入金360,640円＋手数料7,770円）

分割で支払う

一次手続　289,374円
（納入金282,000円＋手数料7,374円）

二次手続　81,548円
（納入金78,640円＋手数料2,908円）

決済手続へすすむ
（クレジットカード）

クレジットカード以外

一括で支払う

361,784円
（納入金360,640円＋手数料1,144円）

分割で支払う

一次手続　283,144円
（納入金282,000円＋手数料1,144円）

二次手続　79,784円
（納入金78,640円＋手数料1,144円）

決済手続へすすむ
（クレジットカード以外）

2．Credit Card Payment

Please make sure your payment details are displayed correctly. Then click on the credits.

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

Please confirm the information and click "Agree and Next".

・Credit Card Number
・Expiration Date
・Cardholder Name
・Security Code
・Email Address
・Telephone Number

Enter the above information and click "Payment."

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

Please proceed to "4. How to Confirm After Payment".

3．Non-Credit Card Payment

Please make sure your payment details are displayed correctly.

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

After confirming, please select the payment method you would like to use (convenience store, bank, etc.).

各決済方法

FamilyMart

On the multi-copy machine screen, click "Pay at convenience store" and then "Enter number," enter your customer number and confirmation number, then pay at the register.
Please pay at the cashier within 30 minutes after the application ticket is issued at the terminal.

Lawson/Ministop

Please scan the QR code on Loppi and pay at the register, or by enter your customer number and confirmation number on Loppi and pay at the register. Payment instructions are displayed on the screen.
A payment slip will be issued from the terminal. Please pay at the register within 30 minutes.

Seicomart

Please scan the "Cash Register Barcode" at the register to pay, or by entering the online payment number at the register to complete your payment.

Daily Yamazaki

You can print or write down the online payment number and pay at the register.

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

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. How to Confirm After Payment

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.

受験一覧

5 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.

Payment of other expenses (secondary procedures) cannot be made until the admission fee (primary procedures) has been paid.

After completing payment of the enrollment fee, please access the UCARO payment screen again using your smartphone or other device.

The button next to the enrollment fee will appear grayed out, and the Secondary Procedure (Other Expenses) button will become active and clickable.

Please select your payment method and complete payment of the other expenses in the same manner as you did for the enrollment fee.

【**Important**】**Regarding Payment of Other Expenses (Secondary Procedures) for Applicants Requesting Admission Fee Waiver or Deferral** (Those who have checked "Applied" in the admission fee exemption application section of their personal information)

Payment of other expenses (secondary procedures) must be completed within three days from the day following the enrollment procedures deadline, using the methods described below.

＜Payment Method for Other Expense＞
Within three days from the day following the enrollment procedure deadline, please access the UCARO payment screen on your smartphone or other device. Click the button next to Secondary Procedure(Other Expenses), select your payment method, and complete the   payment.
*For details on payment methods, please refer to "Paying by Credit Card" or "Paying by Method Other Than Credit Card" under "Paying the Enrollment Fee."