Web Application Flow

The web application flow is as follows.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6		STEP 7
Preparation	Access the Application Site	Register MyPage	Register the Application Forms	Pay the Examination Fee	Send Required Documents by Post	Completion	Print the Examinee's Card
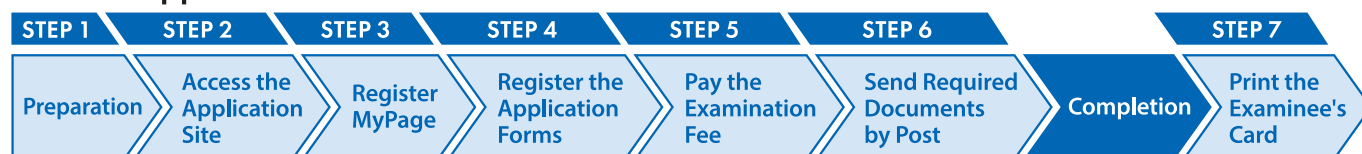
STEP 1 — Preparation

Prepare a computer and printer connected to internet (smartphone and tablet are not recommended).
Prepare *required documents well in advance before application since it may take time to obtain them.

*Required Documents : ID photo data, certificates etc.
For details, please check the application guidelines for the graduate schools you wish to enter.

Certificates

(Photo data)

STEP 2 — Access the Application Site

From the application site ▶ **https://e-apply.jp/ds/gifu-gs/**
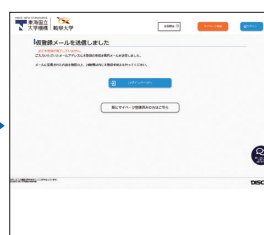
STEP 3 — MyPage Registration

Follow the instructions on the screen to enter the required information and register for MyPage.
If you have already registered MyPage, please proceed to STEP4.

① If you register MyPage for the first time, please login from **My Page Registration**.

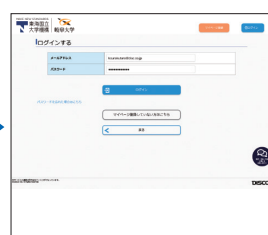② Register your email address and click **Submit a temporary registration e-mail** ▶.

③ Click **⇨ Go To Login**.

④ The initial password and URL for main registration will be sent to the e-mail address.

*Please check your e-mail settings as well to ensure that you are able to receive e-mails from @e-apply.jp.

⑤ On the login screen, enter the registered e-mail address and the initial password you received in ④, and click **⇨ Login**.
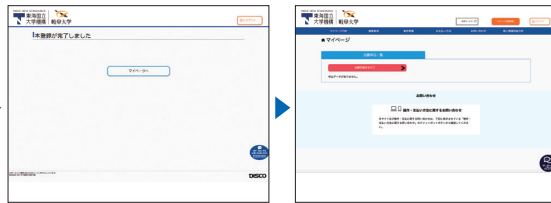
⑥ Change from the initial password to new password.

⑦ Enter the required personal information and click **Next**.

⑧ Confirm the personal information you entered and click **To register in this content**.

⑨ Registration is completed.
Click [To My Page] .

⑩ When the above is displayed, MyPage registration is complete.

⑪ During the application period, click [Carry out the application procedure >] to continue the application procedure.
Outside of specified periods, you cannot proceed any further, so click [Log-out] to logout.
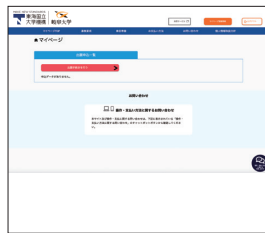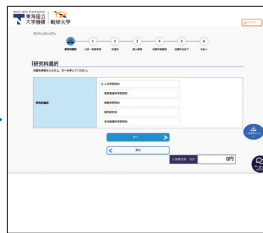

STEP 4

Register the Application Forms

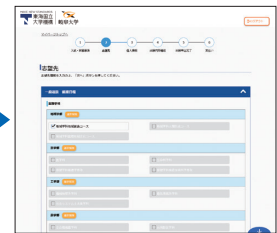Make sure to confirm the procedures and notes on the screen page, and enter required information.

① Login to MyPage and click [Carry out the application procedure >], then go to the registration screen.

② Select your graduate school.

③ Select the entrance exam to take and read the important notes.

④ Choose which major to apply for.

⑤ Upload ID photo data and click [To choose photo >] to select a photo.

⑥ Enter the required personal information.

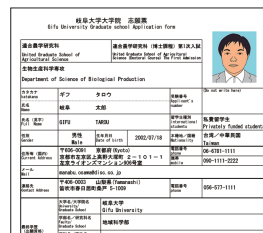⑦ Confirm application form. You can check the application form by clicking [Application Form (sample)] .

⑧ Application registration is completed.
Click [Continue to pay] to proceed the examination fee payment screen.

⑩ PDF documents are required for application (image).

⑪ Printing will be available after payment of the examination fee. These are required to submit as well as required documents.

Payment is due within 4 days including the date of application. However, if the Web application deadline falls earlier than that, the payment deadline will be the Web application deadline.

⑨ How to pay the examination fee
● Convenience stores*
● ATMs with Pay-easy*
● Internet banking*   ● Credit card
*Only available in Japan

If you choose to pay the examination fee at a convenience store or a bank ATM that supports Pay-easy, please make sure to write down the necessary payment number displayed after selecting the payment method, and pay the fee at a convenience store or bank ATM within the notified payment deadline.

At 7-ELEVEN	
Payment slip number (13 digits)	

At LAWSON, MINISTOP, FamilyMart, ATMs with Pay-easy	
Customer number (11 digits)	
Confirmation number (6 digits)	
receiving institute number (5 digits)	5 8 0 2 1 At ATMs with Pay-easy

At Daily YAMAZAKI, Seicomart	
Online settlement number (11 digits)	

A confirmation e-mail will be sent to you after you have completed the registration of your application. If you have set restrictions on receiving e-mails, please allow the sender (@e-apply.jp) .
*Please note that the confirmation email may be sent to your junk folder.

⚠ **After the examination fee has been paid, you will not be able to correct your application contents. Please check your application contents before paying the examination fee. If there are any errors, please register again from Step 3.**
*Please note that if you select credit card in "⑨How to pay the examination fee", the payment will be completed at the same time as resigtration.

Pay the Examination Fee

Payment is due within 4 days including the date of application. However, if the Web application deadline falls earlier than that, the payment deadline will be the Web application deadline.

1 Paying with a credit card

You can select and make a pay during the Web application.

【Credit cards available for the payment】
VISA, Master, JCB, AMERICAN EXPRESS, MUFG, DC, UFJ, NICOS

The payment can be completed during the Web application.

2 Paying by internet banking (Only in Japan)

After your Web application is registered, the page will shift to the site of the bank you chose. Make the payment as instructed on this screen.

*Internet banking registration of your bank account is required.

The payment can be completed online.

3 Paying at convenience stores (Only in Japan)

Write down the number displayed after your Web application is registered, and pay at any one of the following convenience stores.

● Pay at the cashier
セブン-イレブン
Daily YAMAZAKI / ヤマザキデイリーストアー
Seicomart

● Pay using the terminal
Loppi — LAWSON / MINISTOP
Multi-functional copy machine — あなたと、コンビに。FamilyMart

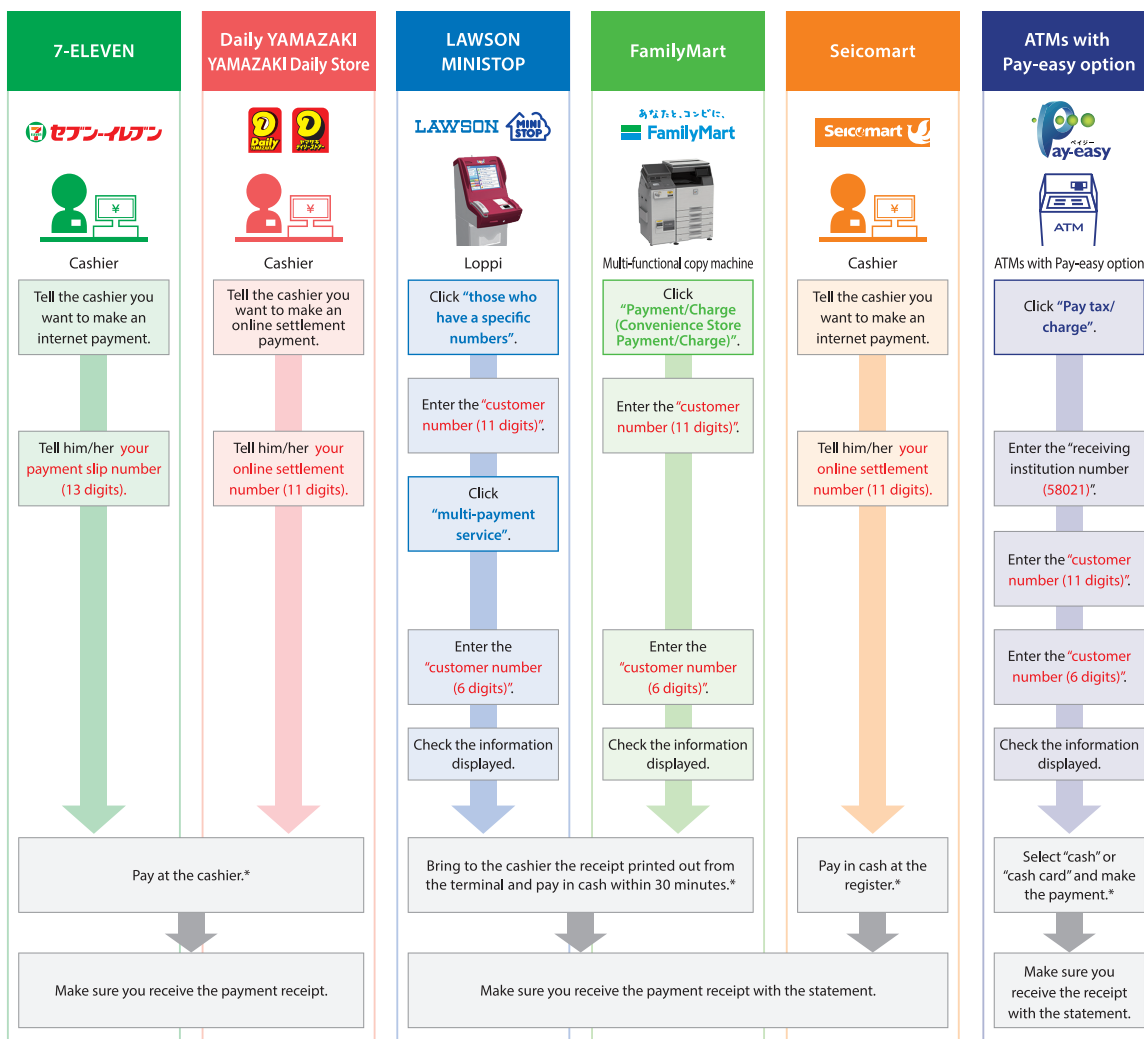## 4 Paying at ATMs with Pay-easy option (Only in Japan)

Write down the number displayed after your Web application is registered, and pay at any one of the ATMs with Pay-easy option as Instructed on the screen.

Pay-easy ペイジー

*Banks with Pay-easy option can be checked on the [Selection of Payment Method] page.

Enter necessary information as instructed on the screen of the terminal or ATM, check the information displayed, and make the payment.

3 Convenience Stores

4 ATMs

7-ELEVEN	Daily YAMAZAKI / YAMAZAKI Daily Store	LAWSON / MINISTOP	FamilyMart	Seicomart	ATMs with Pay-easy option
セブン-イレブン	Daily / ヤマザキデイリーストアー	LAWSON / MINISTOP	あなたと、コンビに。FamilyMart	Seicomart	Pay-easy / ATM
Cashier	Cashier	Loppi	Multi-functional copy machine	Cashier	ATMs with Pay-easy option
Tell the cashier you want to make an internet payment.	Tell the cashier you want to make an online settlement payment.	Click "those who have a specific numbers".	Click "Payment/Charge (Convenience Store Payment/Charge)".	Tell the cashier you want to make an internet payment.	Click "Pay tax/charge".
Tell him/her your payment slip number (13 digits).	Tell him/her your online settlement number (11 digits).	Enter the "customer number (11 digits)".	Enter the "customer number (11 digits)".	Tell him/her your online settlement number (11 digits).	Enter the "receiving institution number (58021)".
		Click "multi-payment service".			Enter the "customer number (11 digits)".
		Enter the "customer number (6 digits)".	Enter the "customer number (6 digits)".		Enter the "customer number (6 digits)".
		Check the information displayed.	Check the information displayed.		Check the information displayed.
Pay at the cashier.*	Pay at the cashier.*	Bring to the cashier the receipt printed out from the terminal and pay in cash within 30 minutes.*	Bring to the cashier the receipt printed out from the terminal and pay in cash within 30 minutes.*	Pay in cash at the register.*	Select "cash" or "cash card" and make the payment.*
Make sure you receive the payment receipt.	Make sure you receive the payment receipt.	Make sure you receive the payment receipt with the statement.	Make sure you receive the payment receipt with the statement.	Make sure you receive the payment receipt with the statement.	Make sure you receive the receipt with the statement.

*If you choose Yucho (Japan Post) Bank or ATM, please pay in cash card if the payment exceeds more than 100,000 yen. You can pay in cash up to 300,000 yen at convenience stores.

STEP 6 — Send Required Documents by Post

Print the documents downloadable in color after the completing and paid your application and send them from post office by simple registered express mail (簡易書留速達郵便) along with other required documents within the application period. If you are from outside Japan, send them by tracked post (EMS etc.) within the application period.

Required documents

● Documents to be printed from the web application

● Documents to be downloaded from the Graduate School WEB site and prepared

● Certificated issued by your graduated universities

Application Form

Resume etc.

Certificates

One copy is required for each application registration.
Please refer to **the application guidelines** for the required documents.
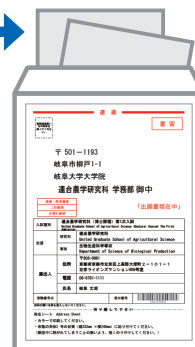
Address sheet for submitting your application
Attach the sheet to a commercially available Kaku2 envelope (24cm×33.2cm).

If the application guidelines specify other submission methods, please follow it.

The mailing address of your application will be automatically printed on the Address Sheet. When sending from overseas, do not use this sheet.

*The examination fee and necessary documents that have been received will not be returned in any way except for those specified it in **the application guidelines**.

<Application Completion>

Note for Application

Your application will be completed only after you complete the web application, pay the examination fee, and send by post the required documents by the deadline. Even if you have completed the web application, if the required documents do not arrive at Gifu University by the deadline, your application becomes invalid.
Please make sure to check the deadline in **the application guidelines**.

Web application is possible 24/7, but please prepare and submit the documents well before the deadline.

STEP 7 — Print the Examinee's Registration Card

When the application is accepted and the examinee's registration card is able to be printed, you will be notified it through the e-mail address you have registered. If you do not receive the e-mail, please login to the Web application site by the day before the examination, print the card out on an A4 paper, single-sided in color, and bring this with you on the day of the examination.

The Examinee's Registration Card
Name : ○○○○
Examination : ×××××××