

# Online Application Flow

The online application flow is as follows.



**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: Inquiry sheet, ID photo, etc.

**STEP**  
**2**  
✓  
✓

## Access the online application page.

Access from  
Online Application Page ▶ <https://e-apply.jp/ds/gsfs/>  
or  
GSFS homepage ▶ <https://www.k.u-tokyo.ac.jp/en/exam/info/>

**STEP**  
**3**  
✓  
✓  
✓  
✓

## Register My Page personal information

Make sure to confirm procedures and notes on the screen page and enter required information. If you have already registered your My Page personal information, please proceed to STEP 4.

① If you are registering for the first time, please log in from the [My Page Registration](#).

② Please register your e-mail address and click the [Submit a temporary registration e-mail](#).

③ Please click [To the login page](#) from the user registration page.

④ The Initial Password and the URL for main registration will be sent to the email address you registered.  
\*If you restrict email receptions, please change the setting to receive emails from the sender (@e-apply.jp).

⑤ From the login screen, click the [Login](#) with your registered e-mail address and the "Initial Password" you received in ④.

⑥ Please change the Initial Password.

⑦ Enter the personal information displayed and click [next](#).

⑧ Please confirm your personal information and click [To register in this content](#).



⑨ Registration is complete. Click **Go to My Page**.



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

\*Only during the application period, you can proceed to the application process by clicking the

**Start Application Procedure** > .

If it is outside the registration period, you will not be able to proceed any further, so please click the

**Logout** .



**My Page personal information that you have registered once is not changeable.**

STEP

4

## Register and upload application contents

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



① After logging in to My Page, click the **Start Application Procedure** > button to go to the registration page.



② Choose course, expected enrollment date, etc.



③ Choose department, etc.



④ Upload ID photo data and submission documents.



⑤ Enter personal information. (Name, address, etc.)



⑥ Confirmation of your application contents.



⑦ Application registration completed. Click **Continue to Pay** button to go to the payment page.



⑧ Pay the Application Screening Fee

- Convenience stores
- ATMs with Pay-easy
- Internet banking
- Credit card

A confirmation email will be sent to you after your application is completed. If you restrict email receptions, please change the setting to receive emails from the sender (@e-apply.jp). \*Note that there may be a case the email goes to junk mail folder.



**No corrections and/or changes can be made after your application is completed. Make sure that your application contents are all correct. Additional documents can be uploaded even after your application is completed, but please note that once uploaded, the file cannot be replaced.**

# Pay the application screening fee

**NOTE** Please pay by 23:59 (JST) on the day after the application date. If you apply on the last day of the application period, please pay by the following time.  
[Schedule B] by 23:59 (JST) on November 21 (Mon.), 2022.

## 1 Paying with a credit card

You can select and pay during the online application.

[Credit cards available for the payment]

VISA, Master, JCB, AMERICAN EXPRESS, MUFG, DC, UFJ, NICOS



The payment can be completed during the online application.

## 2 Paying by internet banking

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

\*Required your bank account is registered for internet banking.

The payment can be completed online.

## 3 Paying at convenience stores

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

● Pay at the cashier

● Pay using the terminal



Loppi



Multi-functional copy machine

あなたも、コンビニ。 FamilyMart



## 4 Paying at ATMs with Pay-easy option

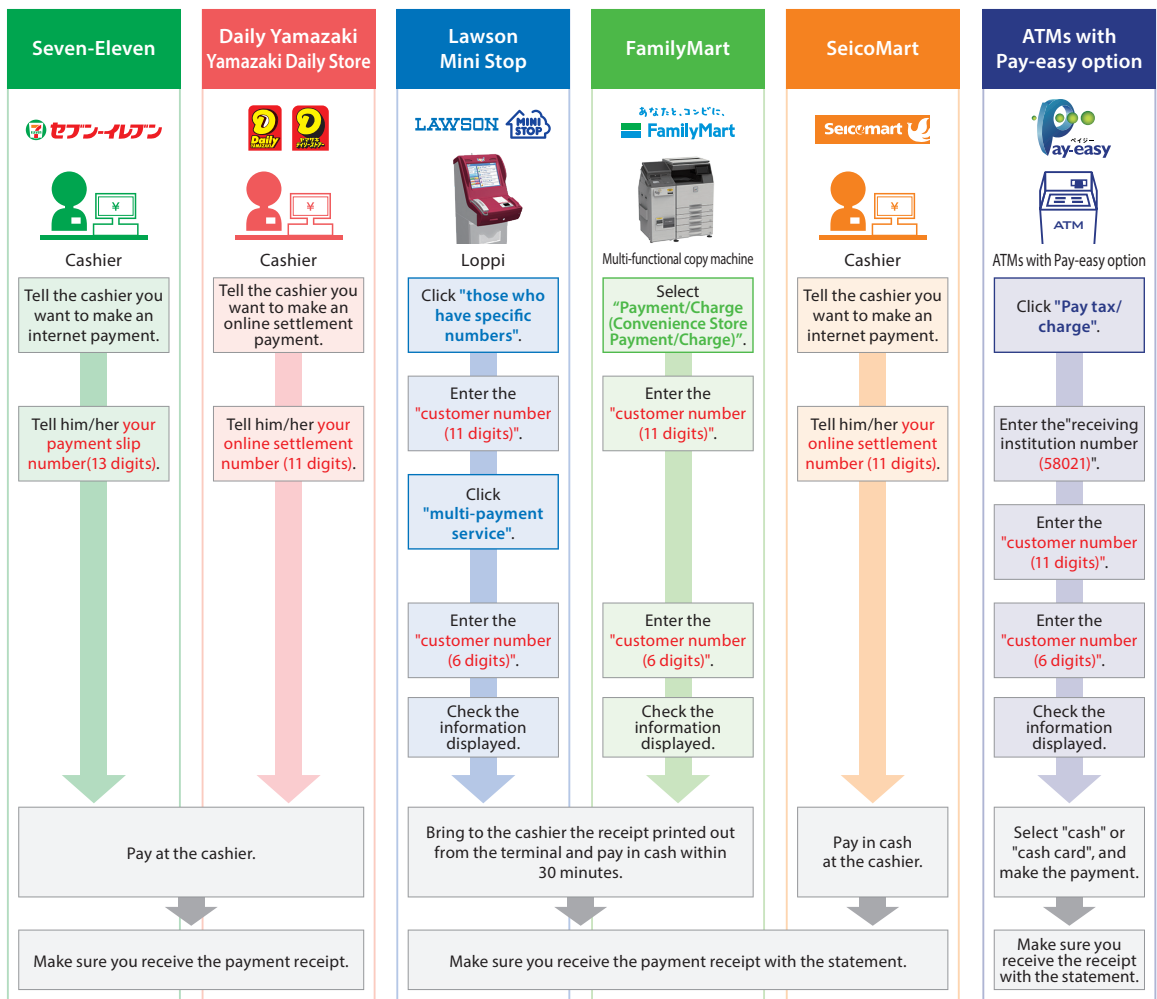
Write down the number displayed after your online application is registered, and pay at any one of the ATMs with Pay-easy option as instructed on the screen.



\*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

## STEP

# 6



## Printing the personal copy

- After your application is completed, you will be able to download a [personal copy], so be sure to check it. If you find any incomplete or missing information in your personal copy, please contact the Student Affairs Team (gsfs-exam@edu.k.u-tokyo.ac.jp).
- Application screening fee and submitted documents will not be returned under any circumstances once application procedures are completed.
- The physical original certificate of the digital copy uploaded at the time of application must be submitted to the Student Affairs Team during the admission procedure. KEEP it properly so that it will not be lost. Please note that your admission may not be accepted if the physical original copy is not submitted.
- You can check your application details and uploaded files by clicking [To verify the application content (include upload files)] displayed on My Page.



### How to print the [Open the PDF the flow after application and the personal copy]



- (1) Please click the [Open the PDF the flow after application and the personal copy](#) button displayed on your My Page.
- (2) When payment is successfully completed, you will be able to click the [Open the PDF the flow after application and the personal copy](#) button and output the "Open the PDF the flow after application and the personal copy".

\*Application screening fee and submitted documents will not be returned under any circumstances once application procedures are completed.

\*The physical original certificate of the digital copy uploaded at the time of application must be submitted to the Student Affairs Team during the admission procedure. KEEP it properly so that it will not be lost. Please note that your admission may not be accepted if the physical original copy is not submitted.

## 〈Application Completion〉

### Note for application

Your application will be completed only after you complete the online application, pay the application screening fee, and upload the required documents.

The online application page will be available for 24 hours during the application period. However, the application deadline is 23:00 in Japanese time on the last day of the application period. Please complete your application well in advance.