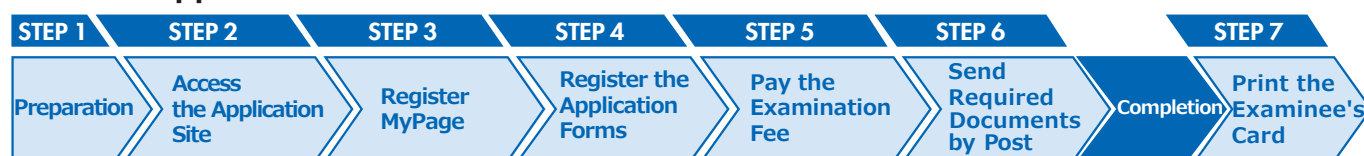


# Web Application Flow

The web 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: ID photo data, certificates etc.  
For details, please check the [application guidebook](#) for the graduate schools you wish to enter.



## STEP

# 2

## Access the Application Site

<https://e-apply.jp/ds/nagoya-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 domain.



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 to 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.



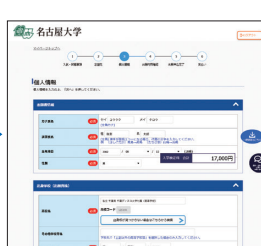
③ Select the entrance exam to take and read the important notes.



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)**.



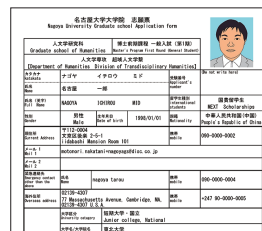
⑧ Application registration is completed. Click **Continue to pay** to proceed the examination fee payment screen.



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



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.

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 Seven Eleven

Payment slip number (13 digits)

### At Daily Yamazaki, SeicoMart

Online settlement number (11 digits)

### At Lawson, Mini Stop, 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

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 registration.

# Pay the examination fee

## 1 Paying with a credit card

You can select and 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 the screen.

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

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

● Pay using the terminal



Loppi



Fami Port



## 4 Paying at ATMs with Pay-easy option

(Only in Japan)

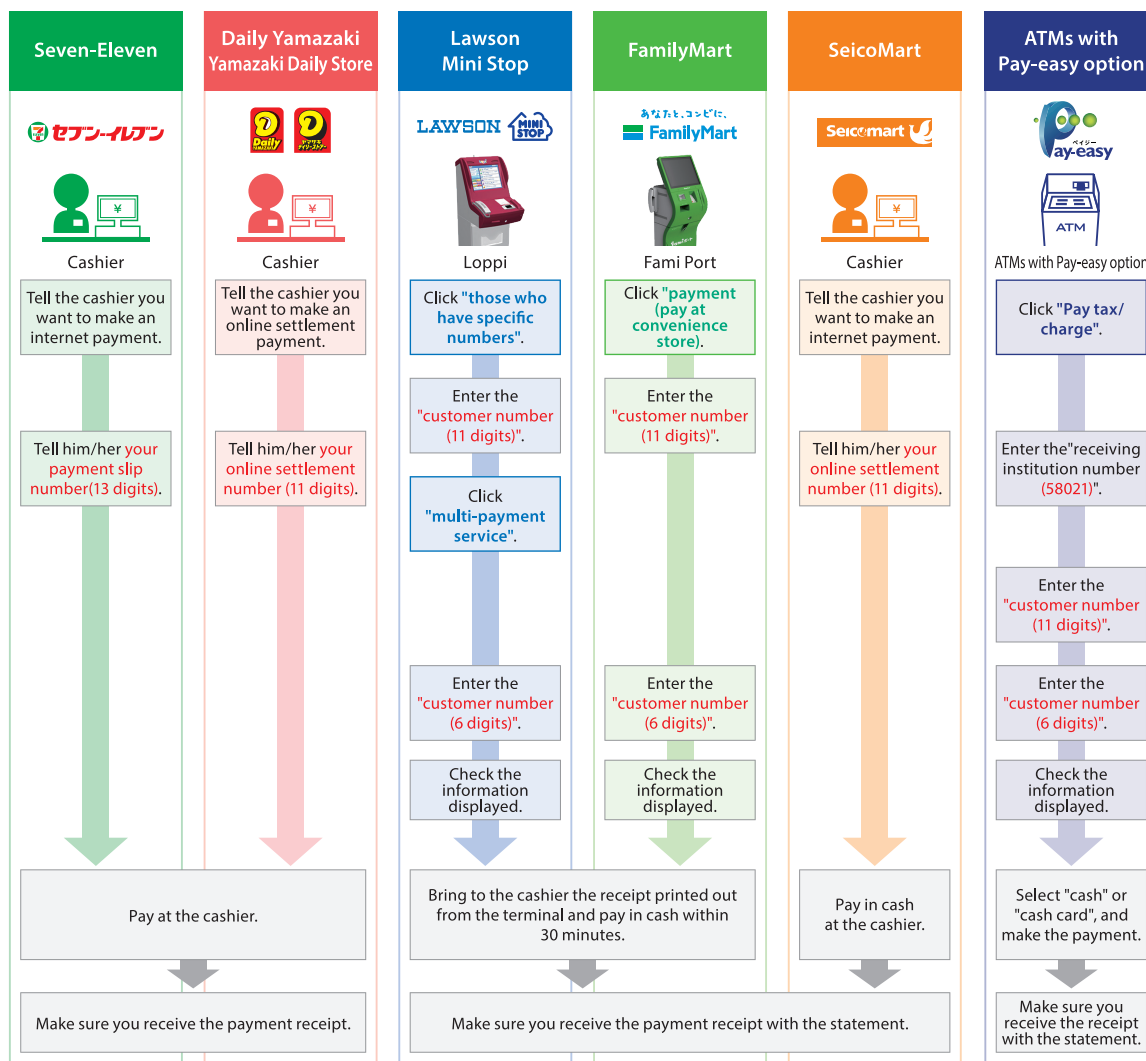
Write down the number displayed after your Web application is registered, and pay at any one of the ATMs with Pay-easy option as instructed on the screen.



\*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

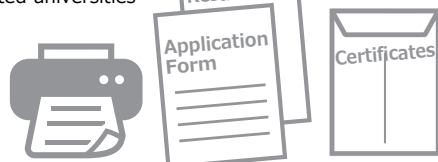


## Send Required Documents by Post

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

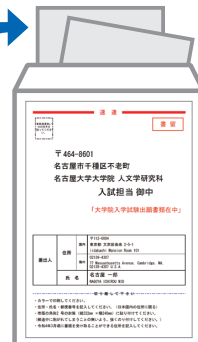
### Required documents

- Documents to be printed from the web application
- Documents to be downloaded from the Graduate School WEB site and prepaed
- Certificated issued by your garaduated universities



One copy is required for each application registration. Please refer to **the application guidebook** for the required documents.

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



Address sheet for submitting your application

Attach the sheet to a commercially available Kaku 2 envelope (24cm x 33.2cm).



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

\*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 guidebook**.

## < 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. Please make sure to check the deadline in **the application guidebook**.

## 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 keep it handy on the day of the oral examination.**

