# **Payment of Examination Fee**

### •Payment deadline

Entrance in April : by October 31<sup>st</sup> (previous year) Entrance in October : by April 30<sup>th</sup> (same year)

•Sheet for examination fee payment certificate Affix the examination fee payment certificate.

Documents to be attached for each payment

### ©Convenience store

After payment, cut out the dotted line "Collection Certificate" part of the "Handling Statement (Handling Statement and Receipt)" received at the convenience store, and attach it to the Sheet for Examination Fee Payment Certificate.

<sup>O</sup>PayGee (ATM payment at financial institutions)

After payment, submit the "statement of charges" outputted after payment by attaching it to the Sheet for Examination Fee Payment Certificate.

OPayGee (Net Banking), Net Banking, Credit Card

After payment, access the electronic payment site, enter the "Reception Number" and "Date of Birth" notified at the time of acceptance, print out the "Inquiry Result" and submit it with the "Certificate of Examination Fee Payment" attached.

- •Amount of examination fee paid: 9,800 yen
  - (1) Method of Payment

Access the e-payment site (<u>https://e-shiharai.net/</u>)(JP) (<u>https://e-shiharai.net/ecard/</u>) (EN) and make your payment by any of the following methods: ©Convenience Stores ©PayGee ©Net Banking ©Credit Card.

\*The e-payment site (EN) accepts credit card payment only.

\*If there are any questions about procedures on the e-payment site, check "Frequently Asked Questions" on the website or contact the Support Center.

- \*If none of the above methods are available, please contact the Fund Management Team, Accounting and Procurement Division.
- \*Make the payment in time to complete the procedures within the payment period shown after the e-payment application. If the e-payment application becomes invalid due to expiration of payment period, do the same procedures again.
- (2) Bank transfer fees are the responsibility of the payer. Confirm bank transfer fee amounts indicated in the e-payment application form. Bank transfer fee amounts vary depending on method of payment.
- (3) Research student application is not accepted in case examination fee payment or necessary document is

incomplete.

- (4) The paid examination fee will not be returned for any reason. However, applicants can request a refund in the following cases:
  - 1 In case application documents were not submitted or not accepted.
  - 2 In case a duplicate payment was made by mistake.

Refund fees are the responsibility of the applicant.

A request for refund of examination fee should be made within 14 days after the application deadline.

## NAGASAKI UNIVERSITY How to make a Payment by Credit Card, Union Pay

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Fee by using Credit Card and Union Pay.

VISA







### Access Web Application - Online Transaction https://e-shiharai.net/ecard/ Choose "Examination Fee", "Entrance Fee", or "Education Records Fees". 1. Top Page Please read the Terms of use and Personal Information Management. Terms of Use and Personal Information Click "Agree" button located in the lower part of this page if you agree with these terms Management Click "Not agree" button located in lower part of this page if you do not agree with these terms. School Selection Select the name of the Educational Institution. 4. School Information Read the information carefully and click "Next". Choose First to Fourth Selection and add to Basket. Category Selection Basket Contents Check the contents and if it is OK, click "Next". Input the applicant's basic information. Basic Information Choose your credit card and click "Next". Paying with Credit Card Paying with Union Pay Input Credit Card Number (15 or 16-digits), Follow the onscreen instructions to complete the card payment. expiration date and security code. Please click the "Application Results" button in the upper part of this site (e-shiharai.net). All of your application information is displayed. Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready. Click "Confirm" to verify. Click "Print this page" button and print out "Result" page. Please print out the "Payment Inquiry - Inquiry result" page. Enclose the printed "Result" page with other necesary materials. Enrollment Procedure Necessary documents Mail it from Post office xxxxx 000-0000 XXXXXX XXXXX1-1-1 POST OFFICE xxxxxxxx xxxxxxxxx xx

### **[NOTICE/FAQ]**

- Please make the payment in time to complete the procedures within the payment period.
- Please complete payment by 11:00 pm Japan standard time, on the last date of the payment period.
- A transmission fee is added to the fee. For further information, please visit our website.
- Please note that no refund will be made under any circumstances.
- Please contact the credit card company directry if your card is not accepted.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that all the information provided on the "Basic information" page are those of the applicant's.
- If you did not print out the "Result" page, you can check it again later on the "Application Result" page. Please enter the "Receipt Number" and "Birth Date" to redisplay the information.

For questions or problems not mentioned here, please contact :

#### Tel: +81-3-5952-9052 (24 hours everyday) **E-Service Support Center**