Kanazawa University
Procedures and precautions for internet application

May, 2021
ver. 2.1
Admission Division,
Student Affairs Department,
Kanazawa University
STEP 0 Application Method [Internet Application]

Internet Application Process (Applicant Must Perform)

1. Access the Kanazawa University website
2. Confirm the contents of the Application Guidelines
3. Input applicant information and register
4. Pay admission examination fee (can select from credit card, convenience store or bank ATM (supporting pay-easy) in Japan and net banking of Japanese banks)
5. Upload ID photo
6. Print application documents
7. Mail application documents (must reach by deadline)

Application completed

>Note>
In order to complete the internet application, an applicant must upload an ID photo and send the specified application documents to the Admission Section of Kanazawa University by the deadline, in addition to online registration and payment of the admission examination fee.
STEP1 Select Examination System

Select the examination you want to apply for and click “Next”.
※Only the examinations within the application period at the time are displayed on the actual screen when you apply.
Select the school/graduate school you apply for and click “Next”.

Please select the school/graduate school etc. you apply for.

If you apply for the examination that use results of the Common Test for University Admission, enter the number printed on the Common Test for University Admissions result request form.
STEP 3  Input Your Profile

Input your Profile and click “Next”. If there are any omissions in the required items, an error message will be displayed. Input them again.

The input and required items differ depending on the examination and the school / graduate school etc. you select. Please input them according to the screen.

You need to input Japanese kana. Please install Japanese Kana input software in the terminal to be used.
We will send notifications of successful applicants etc. to this address. Be sure to input an address/phone number in Japan.

If the applicant is not residing there, please enter the name of the person who will receive the notification on your behalf.

[Applicants for Special Admission by Recommendation for Students Living Overseas and graduate school]
If you cannot input an address/phone number in Japan, please input the address/phone number of Kanazawa University instead.

Postcode: 920-1192
Prefecture: 石川県
City: Kanazawashi
Address Line 1: Kakumamachi
Phone Number: 076-264-5169

Please confirm if you can receive E-mail. We would notify important notices by E-mail.

Please input a phone number in Japan.

[Applicants for Special Admission by Recommendation for Students Living Overseas and graduate school]
If you cannot input a phone number in Japan, please input the phone number of Kanazawa University instead.

Phone Number: 076-264-5169

[Bachelor]
For foreign schools, click here and then click 「52000E (外国の学校等)」.
The following message may appear. Check it, and if there is no problem, click “OK”.

If you input address of Kanazawa University, you can click “OK”.

The zip code and address do not match, is that correct?
STEP 4  Confirm your profile

Confirm all contents you input from STEP1 to STEP3. If there are no mistakes, click "Next". To make a correction, click "Back" and make the correction on the previous screen.

After the payment of examination fee, you cannot change your registration details. Please be sure to confirm that all of the registered information is correct.
STEP5  Confirm payment method

Confirm payment method and amount and click “Register”.
※No payment is made here.

Be sure to complete payment of the fee and charge by the deadline.
STEP6  Your registration is now completed

Your registration is now completed. Please continue to pay the fee and upload your ID photo.

Be sure to make a note of the Reference number and Authentication code, as you will need them to log in to the internet application system. "K" is a half-width capital letter. (It is also mentioned in the E-mail of information registration completed.)

Click and select payment method. ⇒ To STEP6-1

This is confirmation only. Do not submit.

Click and upload your ID photo. ⇒ To STEP6-2
STEP 6-1  Payment entrance examination fee (in case of credit card)

After confirming payment amount, please enter your credit card information and pay.

If you live abroad, you can pay by the credit card.
クレジットカードでのお支払い (Credit card)

以下の内容をご確認いただき、お支払いをお願いします。
(Please confirm the information below and pay.)

<table>
<thead>
<tr>
<th>カードブランド (Credit card brand)</th>
<th>VISA</th>
</tr>
</thead>
<tbody>
<tr>
<td>カード番号 (Credit card number)</td>
<td><strong><strong>-</strong></strong>-****-1000</td>
</tr>
<tr>
<td>カード有効期限 (GOOD THRU)</td>
<td>MONTH/YEAR 12月/20年</td>
</tr>
<tr>
<td>お支払い方法 (Credit card payment method)</td>
<td>一括払い (Single)</td>
</tr>
<tr>
<td>カード暗証番号 (Security code)</td>
<td>****</td>
</tr>
</tbody>
</table>

よろしければ、お支払いボタンを押してください。
(If correct, click the "Pay" button.)

ボタンは1回だけ押してください（2回以上押さないようにご注意ください）。
(Please press the button only once. Do not press it twice.)

お支払い (Pay)
Click “Check Your Entries” at the bottom of the STEP6 “Your registration is now completed”.

On the “application confirmation”, enter the required item and click “Next”.

Click “Registration and check of picture”.
STEP 6-2  Upload ID photo(2)

Click “Select File” and upload ID photo date.
STEP6-2  Upload ID photo (3)

Adjust the orientation and size of the uploaded ID photo and click “Cut of picture”.

Cut of ID photo

Cut the uploaded ID photo data to a depth of 640 px and a width of 480 px.

1. Make adjustments using “Move picture,” “Move cut frame,” and “Enlarge/reduce picture” to put your ID photo into the cut frame (the bright part).
2. When the picture has been put into the cut frame (the bright part), click “Cut off picture” button.
3. The dialog “The picture is cut off” is displayed after the picture has been cut off. Then, click “OK.” You move to the screen for the final check of your ID photo.

Method to adjust an ID photo:
- The picture can be turned 45 degrees at a time with “Turn left” or “Turn right” button.
- The picture can be enlarged or reduced with “Enlargement” or “Reduction” button.
- The picture or cut frame can be moved with drag & drop.
- The picture can be enlarged or reduced with the mouse wheel of a PC, or the pinch-in or pinch-out of a smartphone or tablet.
STEP 6-2  Upload ID photo(4)

Make sure that the uploaded ID photo meets the requirements and check the check box.

After completing the registration of the ID photo, the required documents can be printed from the application list.
STEP 6-3 Print out the required documents

Print out “Application Checking Sheet (Submission Sheet)” and “Address label for application envelope”.

Be sure to print it out. Please be careful not to accidentally submit the “Application Checking Sheet (Confirming Sheet)”. Please be sure to check. If the application documents are incomplete, we will not accept them.

After checking all the contents, check the check box and click “Exit”. You must send the application documents to the Kanazawa University by the deadline.
STEP7 Confirm application

Click Application confirmation and enter the required item. Then click “Next”.

You can confirm and change the registered photo. You cannot change it after the submitted documents are mailed. You can cancel the application information before paying the examination fee, but please note that the canceled data cannot be restored.

You can check the acceptance status of application documents. If it is accepted, it will be changed to “Accepted (DONE)”. 
STEP 8 Print out Admission ticket

Click **Application confirmation** and enter the required item. Then click “Next”.

On and after the date shown in the Application guidelines, the ticket can be printed out from the application list. Click “Admission ticket for examination” and print out in A4 size. Please be sure to bring a printed admission ticket on the day of the examination.
STEP9  Reprint out “Application Checking Sheet” etc. (If you need)

Click and enter the required item. Then click “Next”.

Click “Entry completion Page” and print out.

2. Send Required Documents by Post  Click [URL] for more information.

Please send documents below by post.

<table>
<thead>
<tr>
<th>No</th>
<th>Required Documents</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application Checking Sheet (Confirming Sheet)</td>
<td>[All individuals concerned] This is not to be submitted since this is for confirmation. Other forms can be output after payment and photo upload are completed.</td>
</tr>
<tr>
<td>2</td>
<td>Application Checking Sheet (Submission Sheet)</td>
<td>[All individuals concerned] Please check if the application contents are all correct. Upload the 3D photo from the application list, then print it in A4 size in color and mail it.</td>
</tr>
<tr>
<td>3</td>
<td>Address label for application envelope</td>
<td>[All individuals concerned] Please check if the application contents are all correct. Please attach an address label that is color printed in A4 size to a commercially available square 20x20 cm envelope, enclose the set of application documents, and send it by “registered express delivery”.</td>
</tr>
<tr>
<td>4</td>
<td>Other documents to be submitted</td>
<td>[All individuals concerned] For other documents to be submitted, be sure to check the application guideline. Be careful that if there are any failures in submission of application documents, they will not be accepted. &lt;Application guideline&gt; [URL]</td>
</tr>
</tbody>
</table>