Kanazawa University

Procedures and precautions
for internet application

December, 2021
ver. 2.2
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.
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.
STEP 2 Select Examination Details

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.
STEP3  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 who live overseas] (graduate school)**
If you do not have an address/phone number in Japan, please input the address/phone number of Kanazawa University.

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 from our system. We will send important notices by E-mail.

**[Applicants who live overseas] (graduate school)**
If you do not have a phone number in Japan, please input the phone number of Kanazawa University.

Phone Number: 076-264-5169

**[Bachelor]**
For foreign schools, click here and then click 「52000E (外国の学校等)」.

Please input a phone number in Japan.

**[Applicants who live overseas] (graduate school)**
If you do not have a phone number in Japan, please input the phone number of Kanazawa University.

Phone Number: 076-264-5169
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?
STEP4  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.
STEP 6  Your registration is now completed

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

1. Pay the Examination Fee
   Please select the payment method on the site of the following URL and pay the screening fee according to the screen.
   
   ![Payment URL]

2. Upload of ID photo
   Access the list of applications by clicking “Check application record” button in the lower part of the screen, and upload your ID photo (which shall be a color full-faced picture with no background showing the upper half of your body wearing no hat, and shall have been taken not later than three months before). You can process the picture to a depth of 4 cm and a width of 3 cm on this system.

3. Send Required Documents by Post
   Click and select payment method. ⇒ To STEP 6-1

   This is confirmation only. Do not submit.

4. Bring the admission ticket for examination with you
   On and after the date shown in the entrance requirements list, the ticket can be printed out from the list of applications. Print out the ticket and bring with you to the examination venue. The ticket is provided with the URL and two-dimensional bar code of the website on which you can check the notices on examination and an information map of the examination room. Be sure to access the site for check before examination.

   Click and upload your ID photo. ⇒ To STEP 6-2

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.)
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 (MONTH/YEAR))</td>
<td>12月／29年</td>
</tr>
<tr>
<td>お支払い方法 (Credit card payment method)</td>
<td>一次性ぶけ (Single)</td>
</tr>
<tr>
<td>カード確認番号 (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回以上押すとご注意ください）。
(Please press the button only once. (Do not press it twice))

```
[Pay]
```

お支払い内容 (Payment detail)

<table>
<thead>
<tr>
<th>姓氏名 (Store name)</th>
<th>金沢大学</th>
</tr>
</thead>
<tbody>
<tr>
<td>記号ID (Transaction ID)</td>
<td>T24602190000000000000000000000</td>
</tr>
<tr>
<td>お名前 (Customer name)</td>
<td>金沢大学</td>
</tr>
<tr>
<td>ご注文内容 (Order detail)</td>
<td>指定なし</td>
</tr>
<tr>
<td>金額 (Payment amount)</td>
<td>18,840 円 (JPY)</td>
</tr>
<tr>
<td>信用状送信日時 (This page expiration)</td>
<td>2018/12/03 22:50:59 (JST)</td>
</tr>
</tbody>
</table>

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**STEP6-2  Upload ID photo(1)**

Click “Check Your Entries” at the bottom of the STEP6 “Your registration is now completed”.

After confirmation, please press the “Exit” button.

I confirmed the procedure until the application procedure completion.

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.

Registration of ID photo

ID photo

The ID photo (of your face) will be used for output to the application check sheet and identity check at examination. The photo need not be submitted by post. Enlargement, reduction and cut out can be made in the next page.

- Taking of an ID photo and storage of data

Refer to the following example to take your ID photo with a camera (device that can download or acquire photo data), the camera function of a smartphone or tablet terminal, a digital camera, etc. The picture must show you against a single-color background of white, blue or grey color.

- Requirements of an ID photo

A color picture (not a monochrome one) of the upper half of your body, full-faced, no hat, no background, no frame.
* The data size must be more than 100 KB and less than 5 MB.
* The data format must be either JPEG or PNG (File name extensions are .jpg or .png).

[Example of appropriate picture]

[Example of inappropriate picture]

(1) The picture isn’t full-faced (e.g. the face is shown sideways).
(2) The picture has some background (e.g. landscape or pattern).
(3) Some reflections of light are on the face or eyeglasses, making parts of the photo hard to see.
(4) The picture is unclear due to bad focus, shaky hands, etc.
(5) The bangs are too long, and the eyes cannot be seen clearly.
(6) There is a shadow on the face.
(7) There is a shadow in the background.
(8) The bodyline is covered by a scarf, etc.

At present, no picture is registered.

Register ID photo

Select the file for a picture of your face to be registered as ID photo, and upload the picture.

illustration02-comm25.png

(only .jpg/png, a file size of 100 KB or more and 5 MB or less)

[Return to the list of applications]  [Show picture]
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 enlarged or reduced with “Enlarge” or “Reduce” 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.
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.
STEP6-3 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 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 here for more information.

<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] Please check if the application contents are all correct. This is not to be submitted since this is for confirmation. Other forms can be issued 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 2 x 3 cm photo from the application list and 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 envelope. 240mm x 330mm 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. Application guideline: <a href="https://www.kaisei.ac.jp/education/admission/#appNOTE">https://www.kaisei.ac.jp/education/admission/#appNOTE</a></td>
</tr>
</tbody>
</table>