

# Instructions Manual for the Payment of the Application Fee

International Graduate Program, Kyoto Institute of Technology

This is the instructions manual for those IGP applicants who wish to pay the application fee by credit card.

This online system is based on the regular admission process, which is in the Japanese language. For that reason, some information and instructions are written in Japanese and may not be applicable to you.

In this manual, we explain how you can skip any unnecessary steps and reach the payment page.

If you happen to face any problems or receive an error message, please contact us attaching a screenshot of the error page.

Thank you for your understanding and cooperation.

International Affairs Office

Kyoto Institute of Technology

[ses@jim.kit.ac.jp](mailto:ses@jim.kit.ac.jp)

**First, please visit the KIT Online Application website at:**

<https://www.postanet.jp/info/010050/>



Select "English" from the pull-down menu.

## 2024（令和6）年度 インターネット出願

京都工芸繊維大学のインターネットによる出願手続きサイトです。  
インターネット出願を初めて利用する場合は出願手続きをはじめる前に必ず「はじめに」を熟読してください。

入試内容については本学ホームページ・学生募集要項を確認してください。

※利用する前に  
必ず読んでください。

### はじめに

インターネットによる出願方法や検  
定料の支払方法等について説明して  
います。

※「はじめに」を  
事前に読んでください。

### 出願登録

インターネットによる出願を行いま  
す。

### 願書等印刷/ 出願内容確認

入学願書・受験票、宛名ラベル（大  
学送付用）の印刷、出願内容の確認  
を行います。

## 2024 Academic Year Online Admission Application

This is Kyoto Institute of Technology's website for internet applications.  
If it is the first time you are using internet application, be sure to read carefully the instructions before starting the application process.

For details regarding the content of entrance examinations, refer to [Homepage - Application guidelines for students.](#)

DO NOT click this link.

※ご利用になる前に  
必ずお読みください。

### はじめに

Method of filing applications through the Internet and payment methods for examination fees.

※「はじめに」を  
事前にご覧ください。

### 出願登録

Make an internet application.

### 願書等印刷 出願内容確認

Print admission application forms, examination tickets, mailing labels (for university delivery); check the content of the application.

Click to go to the application form.

Post@net

運営会社 京都電子計算株式会社

### 留意事項を確認してください

以下の留意事項をよく読んで、出願手続きを行ってください。

1. Be sure to check the guidelines for student application. You cannot apply if you do not meet the eligibility requirements.
2. After completing the registration at the internet application website, the process will be completed only after paying the examination fee and posting the application documents.
3. Application registration can take place from 0 o'clock on the application start date until 23:59 on the final application day.

However, payment of the examination fee and posting of the application documents is valid until the deadline of the application period (business hours vary depending on the convenience store and post office).

Please be sure to complete the registration as soon as possible within the application period, and make the payment and posting of the application documents promptly.

4. Applications after the application period, by reason of operational errors during use of the internet application website, or by reason of poor internet connection etc., will not be accepted.
5. The registered information cannot be changed after payment of the examination fee.
6. In principle, examination and other fees, as well as application documents will not be returned, once received.
7. Be sure to keep the e-mail notifying reception of your payment until the entrance examinations are over.
8. Print the examination ticket from the internet application website and bring it with you on the examination day.
9. These notes are subject to change without prior notice.

I agree with the above.

Please check "I agree" and click the "Next" button.

Print

Next

### お問い合わせ

京都工芸繊維大学 入試課 学部入試係・大学院入試係

T E L : 075-724-7164 (学部) , 7162 (大学院)  
M A I L : nyushija@kit.ac.jp (学部) , innyushi@kit.ac.jp (大学院)  
※[a]を@に変更してください。  
F A X : 075-724-7160

Please select your exam classification.

KIT International Graduate Program Admission(A. Combined Four-year Course)

KIT International Graduate Program Admission(B. TWO-year Master's Course)

KIT International Graduate Program Admission(C. THREE-year Doctoral Course)

Sub Program of IGP (HDSMS) (B. TWO-year Master's Course)

Sub Program of IGP (HDSMS) (C. THREE-year Doctoral Course)

Choose one and click on it.

Back

Next

**NOTE:**

When you need to go back to the previous page, please use the “**Back**” button.

DO NOT USE the browser's undo function.

せ

入試課 学部入試係・大学院入試係  
4-7164 (学部)、7162 (大学院)  
hi[a]kit.ac.jp (学部)、innyushi[a]kit.ac.jp (大学院)  
換してください。

FAX: 075-724-7160

留意事項

入試区分

志望学科

出願内容  
の確認

志願者情報  
の入力

志願者情報  
の確認

支払手続き

## KIT International Graduate Program Admission(B. TWO-year Master's Course)

試験日、志望学科、試験会場を選択してください

KIT International Graduate Program Admission (B. TWO-year Master's Course)

試験日:Please check the application guidelines for the test date

専攻 major

選択してください



試験会場

ONLINE etc



Select your major from the pull-down menu.

Back

Next

### お問い合わせ

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T E L : 075-724-7164 (学部) , 7162 (大学院)

M A I L : nyushi[a]kit.ac.jp (学部) , innyushi[a]kit.ac.jp (大学院)

※[a]を@に変換してください。

F A X : 075-724-7160



Please confirm the content of your application.  
To add or modify the content of your application, please click the "Modify the content of the application" button.  
Please click the "Next" button if you agree with the content.

### Please confirm the content of the application

#### ■入試区分：KIT International Graduate Program Admission (B. TWO-year Master's Course)

試験日	専攻	学部学科	試験会場
Please check the application guidelines for the test date	1	バイオベースマテリアル学専攻 Master's Program of Biobased Materials Science	ONLINE etc

受験料 30,000円  
※別途手数料が発生します

Application fee is 30,000 yen.  
A remittance fee (648 yen) will be charged.

Modify the content of the application

Next

### お問い合わせ

京都工芸繊維大学 入試課 学部入試係・大学院入試係  
TEL : 075-724-7164 (学部) , 7162 (大学院)  
MAIL : nyushi[a]kit.ac.jp (学部) , innyushi[a]kit.ac.jp (大学院)  
※[a]を@に変換してください。  
FAX : 075-724-7160

Please enter applicant's information

志願者情報 Applicant's information

Name in katakana 必須	Family <input type="text"/> First <input type="text"/> Please copy and paste the characters instructed by KIT International Affairs Office by e-mail.
Name in English 必須	Family <input type="text"/> First <input type="text"/> Spell it exactly as it appears in your passport.
Sex 必須	<input type="radio"/> 男 <input type="radio"/> 女 If you are a man, click "男", if you are a woman, click "女".
Date of birth 必須	西暦 <input type="text"/> 年 <input type="text"/> 月 <input type="text"/> 日 YYYY/MM/DD
E-mail address 必須	<input type="text"/> @ <input type="text"/> Please ensure that the domains "@kit.ac.jp" and "@jim.kit.ac.jp" are properly set up in your e-mail settings.
E-mail address(再入力) 必須	<input type="text"/> @ <input type="text"/> Please ensure that the domains "@kit.ac.jp" and "@jim.kit.ac.jp" are properly set up in your e-mail settings.
<input type="button" value="Send Receipt Confirmation"/> A test e-mail will be sent to your registered e-mail address. Please do not reply to it. It is for sending only.	

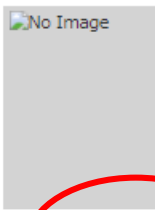
Copy the Japanese characters shown below and paste them into their respective box:  
Family ヤマダ  
First ハナコ

If you cannot convert your name into Japanese characters, please use a web translation site to convert it and paste the result into each field.  
<e.g.>  
<https://translate.google.co.jp/?hl=ja&tab=TT&sl=en&tl=ja&op=translate>

Enter your information.

A confirmation e-mail will be sent to you (Japanese only). Please do not reply to it. It is for sending only.

写真アップロード

証明写真 ID Photo 必須	 <input type="button" value="Upload"/> Please upload a photo taken with a camera.
------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Click to select and edit your photo.



Sex 写真アップロード | Post@net - プロファイル 1 - Microsoft Edge

セキュリティ保護なし | test.postanet.jp/order/sub/edit\_photo.aspx

京都工芸繊維大学  
KYOTO INSTITUTE OF TECHNOLOGY

### ID Photo

You can edit and register images on this screen.  
Select a photo, edit it as appropriate, and then click the register button.

Please edit/register the photo.

**ファイルの選択** ファイルが選択されていません

左回転 右回転 縮小 拡大

取消 確定

顔の輪郭は画面中央の灰色の円の大きさにあっていますか？  
Does the outline of the face match the size of the gray circle in the center of the screen?

ピンぼけ等で不鮮明になっていませんか？  
Is it unclear due to out-of-focus etc.?

縦横の比率はおかしくないですか？  
Isn't the aspect ratio strange?

背景には何も映っていませんか？  
Is there anything in the background?

データサイズは3MB以下になっていますか？  
Is the data size 3MB or less?

写真

証明

志願

zip

pref

Click to select your photo. Only jpg files are accepted.

Photo taken within the last 3 months.  
Front view, no hat, plain background.  
Black and white photographs allowed.

You can edit and register images on this screen.  
Select a photo, edit it as appropriate, and then click the register button.

Please edit/register the photo.

ファイルの選択 顔用.jpg



- 顔の輪郭は画面中央の灰色の円の大きさにあっていますか？  
Does the outline of the face match the size of the gray circle in the center of the screen?
- ギンぼけ等で不鮮明になっていませんか？  
Is it unclear due to out-of-focus etc.?
- 縦横の比率はおかしくありませんか？  
Is the aspect ratio strange?
- 背景には何も映っていませんか？  
Is there anything in the background?
- データサイズは3MB以下になっていますか？  
Is the data size 3MB or less?

Check the boxes.

## 写真アップロード

証明写真 ID Photo **必須**

No Image

Upload

Please upload a photo taken within 3 months before application.  
Upper body, no hat, front facing.  
You need to allow pop-ups in order to upload images.

## 志願者住所・連絡先 Present address

zip code **必須**

-

Enter 000 0000

If you reside abroad, please enter 7 zeros (000-0000).

prefectures **必須**

選択してください ▼

Select “**その他(Others)**” at the bottom of the pull-down menu.

If you reside abroad, please select “その他”.

address1 **必須**

address2

Please enter if there is not enough input field for address1.

Nationality **必須**

Please enter your nationality and region.

Phone number **必須**

-  -

Enter 075 724 7126

mobile **必須**


-  -

Back

Next

Please enter applicant's information

志願者情報 Applicant's Information	
Name in katakana <b>必須</b>	Family ヤマダ First ハナコ <small>Please copy and paste the characters instructed by KIT International Affairs Office by e-mail.</small>
Name in English <b>必須</b>	Family Yamada First Hanako <small>Spell it exactly as it appears in your passport.</small>
Sex <b>必須</b>	<input type="radio"/> 男 <input type="radio"/> 女 <small>If you are a man, click "男"; if you are a woman, click "女".</small>
Date of birth <b>必須</b>	西暦 2000 年 6 月 1 日 <small>YYYY/MM/DD</small>
E-mail address <b>必須</b>	katagin-mi @ jim.kit.ac.jp <small>Please ensure that the domains "@kit.ac.jp" and "@jim.kit.ac.jp" are properly set up in your e-mail settings.</small>
E-mail address(再入力) <b>必須</b>	katagin-mi @ jim.kit.ac.jp <small>Please ensure that the domains "@kit.ac.jp" and "@jim.kit.ac.jp" are properly set up in your e-mail settings.</small> <input type="button" value="Send Receipt Confirmation"/> <small>A test e-mail will be sent to your registered e-mail address when you press the "Send Receipt Confirmation" button.</small>

写真アップロード	
証明写真 ID Photo <b>必須</b>	 <input type="button" value="Upload"/> <small>Please upload a photo taken within 3 months before application. Upper body, no hat, front facing. You need to allow pop-ups in order to upload images.</small>

志願者住所・連絡先 Present address	
zip code <b>必須</b>	606 - 0951 <input type="button" value="検索"/> <small>If you reside abroad, please enter 7 zeros (000-0000).</small>
prefectures <b>必須</b>	京都府 <small>If you reside abroad, please select "その他".</small>
address1 <b>必須</b>	京都市左京区
address2	松ヶ崎橋上町1 <small>Please enter if there is not enough input field for address1.</small>
Nationality <b>必須</b>	Japanese <small>Please enter your nationality and region.</small>
Phone number <b>必須</b>	075 - 724 - 7129
mobile <b>必須</b>	090 - 7240 - 7129

Please check applicant's information

志願者情報 Applicant's information

Name in katakana	ヤマダ ハナコ
Name in English	Y a m a d a H a n a k o
Sex	女性
Date of birth	2000年6月1日
E-mail address	katagiri-mi@jim.kit.ac.jp

志願者住所・連絡先 Present address

zip code	000-0000
prefectures	その他
address1	京都市左京区
Phone number	075-724-7126

Modify applicant's information

Next

お問い合わせ

京都工芸繊維大学 入試課 学部入試係・大学院入試係  
TEL : 075-724-7164 (学部)、7162 (大学院)  
MAIL : nyushi[a]kit.ac.jp (学部)、innyushi[a]kit.ac.jp (大学院)  
※[a]を@に変換してください。  
FAX : 075-724-7160

Once you click Next, you will be guided to the payment page. (You will also receive an e-mail written in Japanese. Please ignore it).

Application registration has been completed. However, the application process has not been completed yet.  
Click the "Next" button below and follow the instructions for the payment of the examination and commission.  
Note: After selecting the payment method and clicking the "Next" button, a confirmation e-mail will be sent to the registered e-mail address.  
If you have domain reception settings and you have not set up "@jim.kit.ac.jp" or "@kit.ac.jp", you may not be able to receive the e-mail.  
Note: The payment method you selected cannot be changed.

### The application process has not been completed yet.

Please confirm the content of the application and the payment method and then proceed to the next step

The application registration number

**出願登録番号:K0000066834**

In order to confirm the content of the application, the application registration number is required.  
Please be sure to keep it at hand.

Please confirm the content of the application.

■ 入試区分 : Sub Program of IGP (EFM) (B. TWO-year Master's Course)

出願期間 : 2024/11/27 0:00:00~2024/12/20 23:59:59

試験日	専攻	学部学科	試験会場
Please check the application guidelines for the test date	1	バイオベースマテリアル学専攻 Master's Program of Biobased Materials Science	ONLINE etc

Payment details

受験料 : 30,000円  
払込手数料 : 648円  
お支払期限 : 2024/12/01  
お支払合計 : 30,648円

支払期限 : 出願登録の翌日 (出願最終日は当日) の23 : 59 (日本時間)  
Payment deadline: 23:59 (Japan time) on the day following the day of application registration.(If you apply on the last day, 23:59 (Japan time) on the same day.)

Select payment method \*only credit card payments are available from outside Japan

Convenience store payment (Up to 300,000 yen)



Click here.

Credit card payment (The following cards can be used)



Only credit card payments are accepted from outside Japan.

Pay-easy



#### Refund of Examination Fees

In principle, the paid examination fee is non-refundable. For details, please refer to the guidelines for student application.

## Examination fee exemption

1. Persons who, within one year prior to the application period, suffered damage caused by wind or flood.
2. Government-sponsored international students.
3. Persons who are expected to complete KIT's Master's Program in March 2025 (September 2024 for Autumn enrollment) and apply for a Doctoral Program.

In the above cases, exemption of the examination fee may be possible. Please do not press the "Next" button.

Please submit information on "the entrance examination classification", "application registration number", "full name", as well as documents showing that you fall under any of the above 1, 2, or 3 to the contact information below.

If you fall under 2, please submit a copy of a "Certificate of Japanese Government Student", signed by the principal of your current institution to the address below.

If you fall under 3, please submit a certificate of expected of master's program.

• Please contact the admission office by 13:00 on the last day of application acceptance.

Undergraduate Admissions : nyushi@kit.ac.jp

Graduate Admissions : innyushi@kit.ac.jp

Click here.

Next



Please wait until the next page shows up automatically.

決済システムに接続中です。

しばらくお待ちください・・・

ページ移動しない場合はこちらをクリックして下さい

お支払手続きへ

## お支払方法の選択

ご利用される決済を選択し、支払手順をご確認ください。

- お支払い内容	
事業者名	京都工芸繊維大学
お客様名	Y a m a d a H a n a k o 様
お支払金額	30,648 円
お支払期限	2023/10/07 23:59:00 ※時刻は24時間表記です
京都工芸繊維大学	受験料

## クレジットでのお支払い

Click here.

クレジット

VISA



## クレジットカード Credit card

クレジットカード決済に伴う個人情報の取り扱いについてご確認ください。  
Please confirm the handling of personal information to use credit card payment.

+ お支払い内容 Payment details

印刷する Print

下記の内容を必ずご確認くださいの上、ご同意いただける場合のみ  
「同意して次へ」ボタンをクリックして、クレジットカード決済画面へお進みください。  
Only when you surely confirm the following contents and you can agree,  
please click the button "I agree and click" and proceed to the credit card  
payment screen.

クレジットカード決済業務の外部委託に伴う個人情報（個人関連情報）の取り扱い  
Handling of personal information (personally identifiable information) in  
connection with outsourced credit settlement services

事業者の名称 Name of business

ウエルネット株式会社/WELLNET CORPORATION

個人情報保護管理者 Personal Information Protection Manager

管理部 特命担当部長 千葉 一雄

Kazuo Chiba

General Manager for Special Missions, Administrative Division

委託先事業者名 Name of Entrusted Business

Scroll

委託先事業者名 Name of Entrusted Business

ソニーペイメントサービス株式会社/Sony Payment Services Inc.  
(https://www.sonypaymentservices.jp/)

個人情報の内容 Contents of personal information

18歳未満の未成年者は、親権者又は後見人が承諾する場合に限り、クレジットカードでの決済を利用することが可能です。

・決済事業者との間で、代金決済に必要なクレジットカード情報（番号、有効期限、セキュリティコード）。

また3Dセキュアご利用の場合は以下情報をご利用のカード発行会社に提供されます。  
ご利用のカード発行会社が海外にある場合、これらの情報は当該発行会社が所属する国に移転される可能性があります。

・IPアドレス、OS、ブラウザ等のデバイス情報

Minors under 18 years of age may use credit card payments only with the consent of their parent or guardian.

Credit card information (number, expiration date, and security code) required for payment settlement with the payment provider.

If you use 3D Secure, the following information will be provided to your card issuer.

If your card issuer is located overseas, this information may be transferred to the country to which that issuer belongs.

・ Device information such as IP address, OS, browser, etc.

利用目的 Purpose of use

商品、サービスの代金決済業務に必要なため。

また3Dセキュアご利用の場合は3Dセキュア認証のため。

To make necessary payments for products and services.

If you are using 3D Secure, you will be required to use 3D Secure authentication.

本人が容易に認識できない方法による、個人情報の取得

Acquisition of personal information by a way which the principal can not easily recognize

Scroll

当社は、本人に明示することなく、本人が容易に認識できない方法によって個人情報を取得することはありません。  
We will not acquire personal information in a manner that is not easily recognizable to the person concerned without clearly informing the person concerned.

個人情報の安全管理措置について  
About safety control measures of personal information

取得した個人情報については、漏洩、滅失または棄損の防止と是正、その他個人情報の安全管理のために必要かつ適切な措置を講じます。このサイトはSSL (Secure Socket Layer) による暗号化措置を講じております。

We will take necessary and appropriate measures to prevent leakage, loss, or destruction of personal information, to correct such leakage, loss, or destruction, and to otherwise safely manage personal information. This website uses SSL (Secure Socket Layer) encryption.

個人情報保護方針 Privacy policy

当社のホームページの「[個人情報保護方針](#)」をご覧ください。  
Please refer to the "[Privacy policy](#)" on our website.

Click here.

同意して次へ I agree and click

## クレジットカード Credit card

クレジットカード情報を入力してください。  
Please enter credit card information.

### + お支払い内容 Payment details

#### ⚠️ ご注意 Please note

- クレジットカード情報の入力を3回間違えると、当該取引におけるクレジットカードの利用にセキュリティロックが掛かりますのでご注意ください。
- Please be aware that if you enter wrong credit card information three times, use of credit card in that transaction will be locked.

#### ご利用可能クレジットカード会社一覧 Available credit card company list



最初に  
At first

クレジットカード情報をハイフンなし・半角で入力し、「お支払い」ボタンをクリックしてください。  
Please enter credit card information in **half-width characters without using hyphens** and click 「お支払い Payment」.

2番目に  
Second

3Dセキュアに対応していないまたは、取得した情報により認証でき、追加認証の必要がない場合はそのまま決済に進みます。  
追加認証が必要な場合は、ご利用のカード会社が用意している認証画面が表示されます。カード会社所定の認証方式で認証手続きを実施してください。  
(例) SMSでワンタイムパスワードを受信し、入力する  
If you do not support 3D Secure, or if you can authenticate using the information you have obtained and no additional authentication is required, proceed directly to the payment.  
If additional authentication is required, the authentication screen provided by your credit card company will be displayed.  
Perform the authentication procedure using the authentication method prescribed by your credit card company.  
Example: Receive a one-time password via SMS and enter it.

最後に  
Finally

決済完了画面が表示されると決済完了となります。  
Settlement is completed when the **settlement completion** screen is displayed.

Scroll

クレジットカード番号 Credit card number (半角・ハイフンなしで入力してください)	有効期限 Expiration date
① Enter the credit card number	1 月 Month 2023 年 Year
セキュリティコード Security code	② Enter the period of validity
③ Enter the security code	<a href="#">セキュリティコードについて About security code</a>
※ 3Dセキュアとは ※ What is 3D Secure	
■ WEB上でのクレジットカード決済時の第三者による不正利用(なりすまし)防止を目的とした、「本人認証サービス」のしくみです。 ■ 認証方式はカード会社によって異なります。 (例) SMSでワンタイムパスワードを受信し、入力する ■ It is a mechanism of "identity authentication service" to prevent unauthorized use (impersonation) by a third party at the time of credit card settlement on the WEB. ■ The authentication method varies depending on the credit card company. Example: Receive a one-time password via SMS and enter it.	
Once you complete the payment process, you will receive an e-mail. (on) by	
※ 「3Dセキュア」に対応していない場合は、「3Dセキュア」を利用しないで決済を行います。 ※ご利用のカードが「本人認証サービス」に対応しているかどうかはカードブランド(VISA, MasterCard, JCB, American Express, Diners Club など)、またはカード発行会社により異なりますので、カード会社ホームページよりご確認ください。 ※ 「3Dセキュア」は、カードブランドによって名称が異なります。ブランドごとの名称は下記の通りです。 ※If you are not compatible with "3D Secure", we will do the settlement without using "3D Secure". ※Whether or not your card is compatible with the Identity authentication service depends on the card brand (VISA, MasterCard, JCB, American Express, Diners Club etc.) or the card issuer. ※"3D Secure", the name depends on the card brand. The name of each brand is as follows.	

お支払い Payment

※ 「お支払い」ボタンは一度だけクリックし、画面が切り替わるまでお待ちください。

④ Click for payment

※ Please click the button only once

Please wait until the screen changes  
Processing may take time.

「お支払い Payment」ボタンが押せない方はこちら

[Click here if you can not push the 「お支払い Payment」 button](#)

クレジットカード Credit card

お支払い完了 Payment complete

**【決済完了のお知らせ】**

クレジットカード決済が完了いたしました。  
ご利用ありがとうございました。

**【Notification of completion of settlement】**

Credit card transaction has been completed.  
Thank you for using.

Click here.



事業者サイトへ戻る Back to the operator site

### Payment completed

Credit payment is completed

出願登録番号 : K0000055221

**The application process has not been completed yet.**

Please download the application documents from [Print application / Confirm application.](#)  
[URL for Print application / Confirm application \(opens in a separate tab\).](#)

Do not click here.

**Please be sure to take a note of the application registration number before clicking the "Close" button.**

ブラウザにより「閉じる」ボタンを押下しても画面が閉じない場合があります。  
お手数をおかけいたしますが、ブラウザの操作で画面自体を閉じていただきますようお願いいたします。

Close

Click to close.

### お問い合わせ

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※[a]を@に変換してください。  
FAX : 075-724-7160

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テスト環境接続中です

The online procedure has been completed.  
Please confirm the e-mail sent to you from no-reply@jim.kit.ac.jp

Be sure to send all of your application materials by postal mail to the KIT International Affairs Office by the application deadline.