

4. Submission

(1) Registration for the Online Application System

- Access the URL below.
<https://sak-sak.net/app/dsnt>
- Click the “出願開始 (Start Application)” button and enter the required information.
 - *The email address you register will be used as a means of communication from us.
 - *Please make sure your name in English matches your passport.
- On the payment method selection screen, choose how you would like to pay the application fee.



(2) Print the “出願確認票 (Application Confirmation Form)”

- After registering your applicant information, print the “出願確認票 (Application Confirmation Form)” on A4-size paper.
 - * “出願受付番号 (Application Receipt Number)” is required when making inquiries.
- Once printing is completed, the registered information cannot be changed. If any corrections are required, please make them directly on the printed document.



(3) Payment of the application fee

For credit card payment (See page 259 for details)

- Enter the required information on the application fee payment screen.
- After payment is completed, print the email you receive or the payment completion screen on A4-size paper and submit it together with the other application documents.

For convenience store payment / Pay-easy payment (See page 259 for details)

- Select the payment method for the application fee
- After completing the payment, attach the payment receipt or statement to the “出願確認票 (Application Confirmation Form)”. For payment at a convenience store or via Pay-easy, please refer to page 261 to 262.

For overseas remittance (See page 260 for details)

- After completing the remittance at a financial institution outside Japan, please submit the remittance request form together with the other application documents.



(4) Submitting application documents

- Check the application document checklist and ensure that all documents are arranged so that they arrive by mail within the application period.

***Please check the admission guide of each graduate school for information on the required application documents.**

***The application documents must be received before the deadline.**

Applicants should confirm the delivery status of the application documents by him/herself through the Japan Post or EMS tracking number service, etc.

***Note that submission in person at the office will not be accepted.**

Address:

Section for International Admissions, Office of International Students

Doshisha University

Karasuma-higashi-iru, Imadegawa-dori, Kamigyo-ku, Kyoto 602-8580, JAPAN

Applicants residing in Japan

Attach the application document submission label printed with the “出願確認票 (Application Confirmation Form)” to the envelope and send it by registered express mail (kan-i kakitome sokutatsu yubin).

Applicants residing abroad

Please send your application documents by EMS (Express Mail Service) or international courier service. (Please send your application through a shipping method that has a tracking service.)