

Ⅲ. Payment of Application Fees

※As for Japanese version, see page 250. 日本語版は、250ページからです。

Application Fee (15,000 JPY/10,000 JPY) and Period of Payment vary depending on each graduate school, student status (Regular Students/Special Students) and residence. Confirm the “IV Application Procedure” of your desired graduate school.

◆1-1 Payment Method

Please choose one of the following methods.

① Payment by credit card

DOSHISHA UNIVERSITY
How to make a Payment of Application Fee by Credit Card
 24 hours a day, you can pay anytime! Easy, Convenient and Simple!

You can make a payment with your Credit Card    

Access the site below with your PC English 

<https://e-shiharai.net/ecard/>

You can access from our website!

Web Application - Credit Card Transaction

1. Top Page	Click "Examination Fee".
2. Terms of Use and Personal Information Management	Please read the Terms of use and Personal Information Management. Click "Agree", located in the lower part of this page, if you agree with these terms. Click "Not agree", located in the lower part of this page, if you do not agree with these terms.
3. School Selection	Select the name of the Educational Institution.
4. School Information	Read the information carefully and click "Next".
5. Category Selection	Select your First to Fourth choices and click "Add to Basket"
6. Basket Contents	Check the contents and if they are OK, click Next.
7. Basic Information	Input the applicant's basic information. Choose your credit card and click "Next".
8. Credit Card Information	Input Credit Card number (14~16-digits) , Security Code and Expiration date.
9. Payment Result	All of your application information is displayed. Check and Click "Confirm".
10. Credit Card Payment Completed	Click "Print this page" button and print out "Result" page.

<Notes>

- In addition to the Application Fee, a transaction fee will be charged.
- The cardholder can be different from the applicant. In such a case, be sure to provide the applicant's personal details on the “Basic Information” page.
- After the transaction is completed, print out two copies of the “Result” page (or Receipt of Remittance) on A4 or letter-size paper. Submit one of them with other application materials. Keep the other copy for your reference. Also, write down your “Receipt Number”.
- If you forgot to print out the “Result” page, go to “Application Results” page and enter your “Receipt Number” and date of birth to view again.
- Confirmation of the transaction will be sent to your registered email address.
- Transaction is processed in Japanese yen. The conversion rate at the time when the processing center of the international affiliate processed the transaction will apply. Please contact your credit card company for details.
- Please also contact your credit card company directly if your credit card cannot be verified.

②Payment at convenience store 【For applicants residing in Japan only】

Doshisha University

Convenience Store Easy-Pay Systems for Application Fee

Payment accepted
24hours a day

1 Advance Web Application

Once you have received your application number on the Result page, fill it in the appropriate space in **2**

https://e-shiharai.net/

※Please note that this page is described only in Japanese.

To obtain your application number, please follow the instructions on the screen and input all necessary information. This number will be required when you make your payment.

If you input the wrong information when trying to obtain your application number, please start again from the beginning and make your payment.
If you are not able to make the required payment before the due date you will receive this deadline upon completing the online application, all the information you had input will be canceled automatically.

2 Convenience Store Payment

払込票番号:
[13-digit Payment Slip Number]

Tell the counter staff that you want to make an "Internet shiharai."
Then provide your Payment 【払込票番号】
Payment Slip Number

A multifunction copier cannot be used to make payment.

Make the payment at the register.
Receive an Application Fee Statement.
Detach the Certificate of Payment (receipt) portion.

お客様番号:[11-digit Customer Number]
確認番号:[4-digit Verification Code]

Use the Lawson or Ministop information terminal

Touch the "各種サービスメニュー" option
Various Service Menus

Select the "各種代金インターネット受付" button on the touch screen
All Payments-Internet Option

Touch the "各種代金お支払い" option
All Payments

Touch "マルチペイメントサービス"
Multi-Payment Service

Enter your【お客様番号】【確認番号】
Customer Number Verification Code

Information terminal, multifunction copier issues a funds transfer receipt.
You will need to take this to the cash register within 30 minutes and make the actual payment.

Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

お客様番号:[11-digit Customer Number]
確認番号:[4-digit Verification Code]

multifunction copier

Select the "代金支払い" button on the touch screen
All Payments

"番号入力画面に進む"
Advance to the "Entering number" page

Enter your【お客様番号】【確認番号】
Customer Number Verification Code

Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

! Notes

- ① Be sure to complete your convenience store payment before the time limit expires. All the payment information you entered will be deleted automatically if the payment is not completed before the deadline.
- ② The Application Fee cannot be paid through an ATM. Be sure to make your payment at the cash register.
- ③ Once you have paid, the Application Fee cannot be refunded at convenience stores.
- ④ Design and layout of the touch screen buttons is subject to change without notice.
- ⑤ In addition to the Application Fee, a payment fee will be charged. The payment commission is as the same at all participating stores. Fee may change.
- ⑥ Please double-check the application deadline in your application guide.
- ⑦ It will be announced on our website if either the convenience stores which handle payments or the methods of payments are changed.

3 Application

Affix the receipt portion to "Pasteboard for the Receipt of Remittance" in the designated location.

●Seven-Eleven ●Family Mart

Detach the receipt portion of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the proof of bank transfer for your records.

●Lawson ●Ministop

Detach the receipt portion(Certificate of Payment) of the Application Fee Statement and affix it to the application packet in the designated location. Hold onto the remainder of the Fee Statement ("Applicant's Copy" portion) for your records.

Attach Your Receipt (Certificate of Payment) to the Application

※When paying at a convenience store, proof of payment via bank stamp is not necessary.
※When attaching the certificate of payment, be sure to use glue which is suitable for use with thermal paper and pressure-sensitive paper. Please check the glue label.

Enclose it with your application

【Notes】

- ・ Paste the certificate of payment on the prescribed "Pasteboard for the Receipt of Remittance" (Prescribed Form⑥), and submit it together with other application materials.

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③Payment by bank transfer 【For applicants residing in Japan only】

Use the prescribed payment slip (Prescribed Form ⑤) for “telegraphic transfer” at a bank counter, paste the receipt of the remittance on the prescribed “Pasteboard for the Receipt of Remittance” (Prescribed Form ⑥), and submit it together with other application materials. Application without the receipt of the remittance bearing the authorization (seal/stamp) of the financial institution will not be accepted. Remittance from the (central) branches of the financial institutions listed on the payment slip will be made without the transaction charge.

※Remittances made from an ATM or from JP bank (post office account) will NOT be accepted.

④Remittance from a financial institution 【For applicants residing abroad only】

※If you have a credit card, please pay by credit card as much as possible.

For overseas remittances to Japan, there is a bank transaction charge of **2,500 yen**.

The total amount payable is therefore **17,500 yen** or **12,500 yen**.

※The Account Number varies depending on each graduate school, degree and amount of Application Fee.

Transfer Type	Telegraphic Transfer
Payment	Advise and Credit
Transfer Charge	Local charges borne by remitter & overseas charges by beneficiary [SHA]
Currency	Japanese Yen (JPY)
Amount	Application Fee + Transaction Charge of 2,500 JPY to be incurred at a beneficiary bank in Japan * Applicants are also liable for any transaction charge that might be incurred at the time of remittance in their countries.
Account Information	
Beneficiary Bank	SUMITOMO MITSUI BANKING CORPORATION
Branch	LAVENDER
Bank Address	8 Naginataboko-cho, Karasuma-higashiiru, Shijo-dori, Shimogyo-ku, Kyoto, 600-8008, JAPAN
SWIFT Address	SMBCJPJT
Account Type	Ordinary Account [Savings Account]
Account Number※	-The Account Number varies on each graduate school, degree and amount of Application Fee. -Refer to the table below on this page to confirm in which account your Application Fee must be remitted.
Account Holder	Doshisha University

Please note that :

- The remittance must be made at a bank teller. The remittance via any Internet banking is not acceptable.
- The remittance must be made in the name of the applicant.
- Do not enter any other word than “Doshisha University” in account holder’s name.
- Your desired graduate school should be stated in the message column in English in the transfer slip of a bank.
- **The receipt of remittance bearing the authorization (seal/stamp) of the financial institution must be submitted together with other application materials.**
- Please pay your transfer charge through “SHA”, not “OUR”. You will be charged for extra 2,500 yen if you pay by “OUR”.

※Account Number

Graduate School	Program	Account Number	
		Application Fee [15,000JPY]	Application Fee [10,000JPY]
Life and Medical Sciences	Doctoral Program	976-0100149	976-0100049
Global Studies	Master’s Program	-	976-0100032
	Doctoral Program		976-0100052
Brain Science	Integrated Doctoral Program	976-0100161	-

◆1-2 Notes on Application Fee Payment

In principle, the Application Fee is not refundable once remitted. However, the University will refund the Application Fee only in cases where:

- ① the applicant paid the Application Fee but did not submit the application documents,
- ② the applicant paid the Application Fee, but the application documents reached the University after the Application Period, or
- ③ the applicant paid the Application Fee, and the application documents reached the University within the Application Period; however, the application was not accepted by the University for reasonable grounds, such as incompleteness of documentation or unsatisfying the requirements specified by the University.

The transaction charges to be incurred for refund must be borne by the applicant when the applicant requests such refund to banks overseas.