

How to pay the Examination fee at a Convenience Store or by Credit Card.

(1) Paying at a convenience store in Japan

- a. Please refer to “コンビニエンスストアでの入学検定料払込方法（How to Pay the School Entrance Examination Fee at a Convenience Store）” when making your payment.
- b. Please ensure that you receive a “取扱説明書(Handleing Statement)” or a “取扱明細書兼領収書(Handleing Statement & Receipt)” upon completion of payment.
- c. Please detach the “収納証明書 (Payment Certificate)” portion of the “取扱説明書(Handleing Statement)” or “取扱明細書兼領収書(Handleing Statement & Receipt)” you receive and submit it with your application documents.
- d. Please be aware that applications are not accepted after 15:00 JST. on the final date of the application period.

(2) Paying by credit card

- a. Access the e-apply website (<http://e-apply.jp/e/ibaraki-gs/>) and complete the payment procedure.
- b. Once you have completed the procedure and the payment has been transferred, you will be emailed a payment completion notice containing a URL. Access this URL, download the PDF file, and print the “申し込み明細(Application Statement)” .
- c. Please detach the “収納証明書(Payment Certificate)” portion of the “申し込み明細(Application Statement)” and submit it together with your application documents.
- d. Please be aware that applications are not accepted after 15:00 JST on the final date of the application period.

[Points to note]

1. The payment transfer fee must be paid by the applicant.
2. **Once the application documents are received, the examination fee paid cannot be refunded.**

However, in case either you paid the examination fee but did not apply, or you mistakenly paid the fee twice, you can demand a refund of the examination fee. Please ask for the office below. The amount to be refunded is the amount minus a transfer fee.

Accounting Section, Financial Affairs Division, Financial Affairs. Department, Ibaraki University (Tel. +81- 29-228-8561)

3. Please contact the following center if you have any queries concerning how to make payment at a convenience store or by credit card:

Learning and Education Application Service Support Center (operating company: Disco Inc.)

(E-mail cvs-web@disc.co.jp)