

## **How to pay the application fee by the Application Fee Payment System**

### **Before Using the System**

#### **① Check Your Device**

<Browser minimum requirements>

Internet Explorer 11

Microsoft Edge

Google Chrome

<Smartphone and Tablets minimum requirements>

Android ver.9 (Pie) Chrome

iOS ver.12 or more Safari

Pop-ups should be enabled in your browser.

It may not work properly if you use a browser other than the recommended web browser.

Internet applications on this site use cookies and JavaScript.

Set Cookies and JavaScript to "Enable" in the settings of your browser.

Please use Chrome for Android smartphone or tablet browser, and Safari for iOS browser.

#### **② Check Availability to Open PDF**

The Receipt of Application Fee Payment System is a PDF file. To view documents in PDF, Adobe Reader from Adobe Systems is required (free of charge). If Adobe Reader is not installed on your computer, please install the latest version.

If you are using a smartphone or tablet, we recommend using Google Docs (There is no need to download the app when browsing).

#### **③ Check Printing Environment**

The Receipt of Application Fee Payment System has to be printed out to submit.

If you don't have your own printer, please use one in your school, acquaintance's house, convenience stores, etc. Please print the receipt.

#### **④ Prepare an Email Address**

The registered email address will be used as the Login ID of the Application Fee Payment System. Please register a reachable email address and do not change or delete it until the entrance examination ends. Important notices will be sent to the address.

Please ensure that you can receive emails from "@ml.sak2-app.jp", "@mle.sak2-app.jp."

#### **⑤ Confirm Payment Method**

Payment through these methods are available: credit card, China Pay, convenience store, bank transfer through Pay-easy. Please confirm the payment methods such as available financial institutions and payment procedure beforehand because each method has its own restriction and instructions. If you chose Pay-easy, please confirm following website for

acceptable bank.

<https://www.veritrans.co.jp/payment/bank/list.html>

## ⑥Prepare Documents

Please make sure to prepare the required documents well in advance because some documents may take time to be issued

### Register for the Application Fee Payment System

Please access the following URL to visit the website of the Application Fee Payment System.

【URL】 <https://www.sak2-app.jp/app/osaka-u-afp>

## ①Input Information about Application

Please select a school and an admission type by following the instructions.

## ②Input Basic Information

Please input the applicant's basic information by following the instructions.

## ③User Registration

Please register an ID (email address) and a password.

## ④Confirm Application Contents

Please confirm the input information. Please click "Alter" button to alter the contents.

**\***:

The information input at "①Input Information about Application" and "②Input Basic Information" will not be alterable after you complete the next step: "Application Fee Payment." Please make sure there is no mistake in the input information before proceeding to "Application Fee Payment."

### Application Fee Payment

## ①Application Fee 30,000 Japanese yen

**\*:** System operation fee (660 yen) will be charged separately.

## ②Choose Payment Method

Please confirm the amount of payment and choose the method of payment by following the instructions.

If you choose to pay by the convenience store or by the internet banking service of Pay-easy, an email message which gives required numbers to make payment will be sent to the registered email address.

The available banks and notes are as follows:

| Payment Method/Available Banks and Stores  | Payment Period  | Notes  |
|--|---|--|
| Credit Card<br>• VISA<br>• Master<br>• China Pay   | 1st) 8 September, 2020, 9:00~<br>18 September, 2020, 15:00<br>2nd) 21 December, 2020, 9:00~<br>6 January, 2021, 15:00 | The credit card holder's name does not need to match the applicant's name.   |
| Convenience Store<br>• LAWSON<br>• FamilyMart<br>• Daily Yamazaki<br>• Yamazaki Daily Store<br>• MINISTOP<br>• Seicomart |   | Only for applicants who live in Japan.   |
| Bank<br><br>Banks which offer the Pay-easy service ( <b>Note1:</b> )   |   | The credit card holder's name does not need to match the applicant's name.<br>Only for applicants who live in Japan. |

**Note1:** Please refer to the following website to confirm the available banks.

<https://www.veritrans.co.jp/payment/bank/list.html>

|   |
|---|
| <p><b>*</b></p> <p>The deadline of the payment is 18 September, 2020, 15:00 (1st), 6 January, 2021, 15:00 (2nd). Please complete your payment and send the application documents to Osaka University by postal mail by the deadline.</p> <p>Please consider the time it takes for the application documents to reach Osaka University and make payment early.</p> |
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### ○ To Change the Payment Method

The payment method can be changed before completion of the payment.

[Login to the Application Fee Payment System] ⇒ [Application Record] ⇒ [Application Contents]

⇒ [Change the Payment Method] ⇒ follow the instructions on the page.

After you cancel the payment by bank (Pay-easy,) please DO NOT use the invalid numbers.

### ○ Refund of Application Fee

Application fees are not refundable except in the following cases.

(a) In case the applicant did not submit the application documents or the application documents were not accepted.

(b) In case the applicant made a duplicate payment by mistake.

### **\*** To Request a Refund of Application Fee

Applicants who meet at least one of the above conditions will receive an email which gives the instructions to request a

refund. The email will be sent to the registered email address. Please follow the instructions and complete a request for a refund .

### ③Make Payment

Please make payment by selecting the listed methods.

- Credit card : Input the card numbers on this Payment System.
- China Pay : Access the website of China Pay via this Payment System.
- Convenience store : Pay at the designated convenience stores.
- Pay-easy : Pay at the designated bank or by Internet banking service of Pay-easy.

The Receipt of Application Fee Payment will not be available until the payment is completed.

### Print the Receipt of Application Fee Payment

After the payment is completed, the Receipt of Application Fee Payment (PDF) will be downloadable. Please download and print it in A4 size.

### Send the Application Documents

- ①Please check the required application documents.
- ②Please send the Receipt of Application Fee Payment with other documents by postal mail.

**\***:

The application period is from 15 September, 2020 to 18 September, 2020 (1st), from 4 January, 2021 to 6 January, 2021 (2nd). The documents must reach Osaka University before deadline.

Osaka University refuses to answer any questions whether the application documents have reached us or not. Please confirm the delivery status by yourself by checking the website of the mail service company, etc.

### Inquiry about the Application Fee Payment System

Student Affairs Section

Osaka University Graduate School of Dentistry

1-8 Yamadaoka, Suita, Osaka 565-0871, JAPAN

E-mail: si-soumu-kyomu\*office.osaka-u.ac.jp

When using this email address, please replace \* with @.