

AY 2022  
Entrance Examination Guideline for the  
Application Guide  
for Doctoral Program

2022 年度博士後期課程学生募集要項  
入学試験案内  
(健康科学・看護学専攻)

- Points to Note when Preparing the Admission Application Form  
(入学願書作成時の注意事項について)
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(指導教員一覧)
- Master's Thesis Guidelines and Oral Exam Details  
(修士論文ガイドライン及び口述試験について)
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School of Health Sciences and Nursing  
Graduate School of Medicine  
The University of Tokyo

## Points to Note when Preparing the Admission Application Form (Doctoral Program in Health Sciences & Nursing)

\* Read the Admissions Guide carefully before filling out the Application Form.

	Section	Examples/ points to note etc.
Application Form (front)	Department of your choice Field of your choice Professor of your choice	Check the attached 'List of Research Supervisors' before filling in this column.
	Name	Fill in your name in both フリガナ (in Japanese phonetic writing) and 英字氏名 (in English). Regarding your name in English, write down your name in accord with name in your passport.
	Curriculum Vitae	The CV should only contain details of university onwards (if you transferred to university from a junior college, etc. write the details of the college on the bottom line of the CV section). Applicants who have completed studies in a foreign country should fill in the ' Formal education outside Japan ' section.
	Employment history	If you cannot write your employment history in the space provided, write 'see attachment' and attach an A4 page outlining your entire work history. This section should only include details of full-time positions. * Resident physician experience should be listed as '(residency)', while part-time medical personnel experience should be listed as '(part-time)'.
Application Form (back)	Email	Please make sure that you provide your email address or mobile phone number so that we can contact you in the event of any problems with your application documents.
	Emergency contact	If this is the same as the 'Current address' section, place a tick (✓) in the box beside 'Same as current address'.
	Student ID/ Researcher ID/ Staff No.	This section should only be filled out by University of Tokyo students and faculty members.
	UTokyo Student Account	This section should only be filled out by University of Tokyo students.
Photo Card  Exam Card	Department of your choice Field of your choice Professor of your choice	Check the attached 'List of Research Supervisors' before filling in this column.
	Name	The name appearing on the Photo Card II (which doubles as the backing for the Student ID card) will be used when preparing your Student ID if you are admitted, so please print legibly.
	Backing paper for attaching Form C	Remove the adhesive seal and attach Form C (Certificate of Transfer Receipt; 振込金受付証明書).
	Certificate of Japanese language ability (international students only)	International students who have taken the '日本語検定試験' (Japanese Language Examination) may instead submit a copy of their test certificate.
	Title on envelope	When including a title beside the applicant's name appearing on the envelope, you should write '様'. Do not write '行' or '宛'.

### Other important information

- Regarding the envelope marked "Exam Card Enclosed" (*jyukenhyou zaichu*; 受験票在中) in the application documents, when you live outside Japan, make sure to enclose enough IRC, International Reply Coupon, by referring to Japan Post website so that your Exam Card shall arrive. (Japan Post [https://www.post.japanpost.jp/index\\_en.html](https://www.post.japanpost.jp/index_en.html)).

Points to Note when Preparing the Admission Application Form  
(Doctoral Program in Health Sciences & Nursing)

- Applications submitted after the application period will not be accepted under any circumstances. Therefore, please request any necessary school certificates etc. at the earliest possible date. If the certificate/s are not issued in time, you must contact the Graduate Student Affairs Section in advance (Tel: 03-5841-3309).
- Details of the entrance exam schedule will be provided in the 'Examinee Guidelines' posted together with the Exam Card.
- As for the foreign language test, please refer to the attached notice ' Foreign Language (English) Examinations for Entrance in 2020 to the Doctoral Program Nursing '

Graduate Student Affairs Section, Graduate School of Medicine

## AY 2022 List of Research Supervisors

As of 2021 May  
School of Health Sciences and Nursing

○ Major fields of study and faculty

- (1) Applicants will be instructed by a faculty member (a professor or an associate professor) of the major to which they applied.
- (2) Applicants must contact that faculty member before applying.
- (3) The faculty and research areas of each major field of study are shown below. Faculty members due to retire at the end of this fiscal year may not be available to teach.
- (4) Abbreviations for departments are shown below.

CDBIM: Center for Disease Biology and Integrative Medicine, ED: Endowed Department, and SD: Social Cooperation Department

Health Sciences and Nursing

Major Field of Study	Faculty		Research Fields	Affiliation (Department)
Nursing Administration	Associate Professor	Yukie Takemura	Nursing administration, leadership and management, organizational development, team building, diversity management, career development of nurses	Preventive and Administrative Nursing
Advanced Clinical Nursing	Associate Professor	Yukie Takemura (concurrent)	Function and roles of nursing, nursing theory, nursing processes, clinical ethics, clinical judgment	Preventive and Administrative Nursing
Gerontological Homecare and Long-term care Nursing (GHLN)	Professor	Noriko Yamamoto-Mitani	Gerontological nursing (homecare, long-term care), quality assurance of long-term care/homecare, care of persons w/ dementia and their families, community care system development	Clinical Nursing
	Associate Professor	Ayumi Igarashi		
Palliative Care Nursing	Professor	Noriko Yamamoto-Mitani (concurrent)	End-of-life care of older persons, practice-based nursing knowledge development	Clinical Nursing
	Associate Professor	Ayumi Igarashi (concurrent)		
Community Health Nursing	Professor	Noriko Yamamoto-Mitani (concurrent)	Community health care system, methodology for activities by public health nurses, public health activity for target population, discharge planning	Preventive and Administrative Nursing
Public Health Nursing	Professor	Noriko Yamamoto-Mitani (concurrent)		
Family Nursing	Professor	Megumi Haruna (concurrent) or Mari Ikeda	Family nursing in general/child nursing in general, development of family assessment and family nursing-style approach, quality of life for family, long-term follow-up of pediatric cancer, prevention of abuse, and gender and nursing	Preventive and Administrative Nursing
Psychiatric Nursing	Associate Professor	Yuki Miyamoto	Psychiatric nursing, social rehabilitation, recovery, and co-production	Clinical Nursing
	Professor	Norito Kawakami (concurrent)		
Gerontological Nursing	Professor	Hiromi Sanada	Gerontological nursing; and nursing skills specific to the older population (pressure ulcers, lower extremity ulcers, malnutrition, and deglutition disorder incontinence)	Clinical Nursing
	Associate Professor	Gojiro Nakagami		
Wound Care Management	Professor	Hiromi Sanada (concurrent)	Wound healing, wound prevention/management nursing techniques, bioengineering nursing for wound care management, and holistic wound care	Clinical Nursing
	Associate Professor	Gojiro Nakagami (concurrent)		
Midwifery and Women's Health	Professor	Megumi Haruna	Life and health during pregnancy and puerperium, improvement of care at delivery based on physiological rationale, and health issues concerning women's life cycles	Clinical Nursing

Biomedical Ethics	Associate Professor	Yoshiyuki Takimoto	Biomedical ethics, clinical ethics, clinical ethics consultation, and decision-making process	School of Public Health
Biostatistics	Professor	Yutaka Matsuyama	Biostatistics, Design and analysis of medical study, and Methodology of clinical trials	School of Public Health
Epidemiology and Preventive Health Science	Professor	Yutaka Matsuyama (concurrent)	Epidemiology, Design and analysis of epidemiologic study, and Theoretical epidemiology	School of Public Health
	Associate Professor	Koji OBA	Epidemiology, design and analysis of epidemiologic study, and Meta-analysis	School of Public Health
Social Gerontology	Professor	Hideki Hashimoto	Health behavior and social construction of health research	School of Public Health
Health Sociology			No applications accepted for 2021	School of Public Health
Mental Health	Professor	Norito Kawakami	Epidemiology of mental disorders in the community; community mental health including prevention of depression and suicide; and theory, measurement, health effects, and prevention of work-related stress	School of Public Health
	Associate Professor	Daisuke Nishi	Mental Health Epidemiology, Prevention of depression and PTSD, nutritional psychiatry, occupational mental health, resilience, posttraumatic growth	School of Public Health
Public Mental Health Policy	Coordinate Professor	Yoshiharu Kimu	Psychological trauma, disaster mental health, epidemiology, biomarker, support system, policy, treatment	Health Science
Social and Preventive Epidemiology Radiation Health Sciences	Professor	Satoshi Sasaki	Nutritional epidemiology, public health nutrition, and social and preventive epidemiology	School of Public Health
	Professor	Kiyoshi Miyagawa	Influence of radiation on the human body, hematology, and oncology	CDBIM – Molecular Radiology
Speech-language Health			No applications accepted for 2021	
Dental Health			No applications accepted for 2021	
Health Informatics	Professor	Kazuhiko Ohe	Medical knowledge base, hospital information systems, and electronic medical records	Biomedical Informatics (Social Medicine)
	Associate Professor	Kayo Waki		
Health Communication	Professor	Takahiro Kiuchi	Health communication and media communication	School of Public Health
	Associate Professor	Tsuyoshi Okuhara		
Health Informatics	Associate Professor	Hirono Ishikawa	Patient-provider communication, communication skills training for healthcare professionals, and patient education	School of Public Health

Master's Thesis Guidelines and Oral Exam Details  
for Applicants to the Doctoral Program of Health Sciences & Nursing  
Graduate School of Medicine, the University of Tokyo

2022 Master's Thesis Guidelines and Oral Exam Details  
for Applicants to the Doctoral Program of Health Sciences & Nursing  
Graduate School of Medicine, the University of Tokyo

The master's thesis must be an original work, summarized in eight (8) pages and submitted in accordance with the following guidelines. A review will then be conducted based on this eight-page thesis. The submitted master's thesis shall be distributed to the teaching faculty responsible for administering the entrance examination. Therefore, even if the topic of the master's thesis varies from the applicant's desired research field, the thesis itself must maintain the format of an academic paper wherever possible, and be prepared in a relevant and concise manner in order to facilitate its review. These guidelines have been provided to assist applicants in meeting these requirements.

Adherence to these guidelines shall be included in the evaluation criteria used to review the thesis. However, this shall not apply where there is a recognized academic necessity for deviating from the guidelines. For example, a single page may contain 2,000 characters or more by using a smaller font if the content of the thesis requires it, and as long as it remains legible. It is also possible to alter the structure of the thesis (i.e., Introduction, Method, Results, and Discussion etc.) if the content necessitates it. However, the entire thesis must not exceed eight pages.

Figures and tables can be presented either within the text or at the end of the thesis. The arrangement of figures and tables shall not be included in the evaluation criteria used to review the thesis.

These guidelines are intended to assist applicants in preparing a clear and legible thesis, but may not cover all relevant matters. Applicants are therefore expected to use their own initiative and do their utmost to prepare a thesis of the highest possible quality. The method by which the thesis is summarized will also be considered in the review.

1. The thesis shall be written in either Japanese or English. However, if the language in which the thesis is written is not the applicant's native language, the thesis must be proofread by a native or proficient speaker of the said language.
2. The format and main points for drafting the master's thesis are described below. Any significant deviation from these procedures may disqualify the thesis from review. Attachment of appendices and other data shall also be described below.
3. Thesis format and main drafting points:
  - 1) The thesis shall be prepared using a software for word processing.
  - 2) The entire thesis (including figures and tables) shall not exceed eight A4 pages, and shall be printed on one side only.
  - 3) Each page shall be divided into two columns, with an upper and lower margin of approximately 2.5 cm, and an inter-column margin of approx. 1.0 cm. However, the title and abstract of the thesis shall be presented in a single column, as described below. Figures and tables shall be arranged in a suitable manner, and need not adhere to the two-column format.

- 4) When writing in Japanese, use Mincho font (10 point) in columns each containing 48 lines per page (a single page is equivalent to approximately five sheets of 400-character *genkoyoshi* writing paper). When writing in English, use Century or Times New Roman font (10 point) in columns each containing approximately 42 characters per line, and 48 lines per page. However, Gothic font should be used for the title of the thesis and for subtitles such as the Introduction, Method, Results, and Discussion etc.
- 5) The first line of each paragraph shall be indented by one character space for Japanese and two character spaces for English.
- 6) Structure

The thesis shall be structured according to points (1) to (11) below. Points (1) to (9) shall be arranged in this order without inserting a page break. Each section shall be titled as 'Introduction', 'Method', 'Results', 'Discussion', 'Conclusion', 'Acknowledgements', 'References' etc. or a corresponding title (no title is required for the Appendix). Titles shall be preceded by a single blank line, typed in Gothic font, and centered in the middle of the column using the centering function. The body of each section shall commence on the line after the title. If subordinate sections (herein 'subsections') are required such as for the 'Method' or 'Results' sections, the title of these subsections shall be left-aligned and organized according to the following numbering hierarchy: '1.' in full-size (double byte) characters; '1)' in half-size (single byte) characters; and '(1)' in half-size (single byte) characters.

(1) Thesis title, author's name, research supervisor's name & affiliation

The thesis title, author's name, research supervisor's name and affiliation (i.e., research field/major/department/university) shall appear in both Japanese and English, and shall each be separated by double spacing. The Japanese shall appear on top and the English below for theses written in Japanese, whereas the opposite shall apply for theses written in English. All of these details should be provided in centered Gothic font using the single-column format. Do not use double-sized characters or change the line spacing for the thesis title etc.

(2) Abstract & key words

- a) The abstract shall adopt the single-column format and begin from two lines below the end of the thesis title etc. Do not attach a title to the abstract.
- b) Theses written in Japanese shall contain a Japanese abstract up to 800 characters in length, while theses written in English shall contain an English abstract up to 250 words. The abstract can also be divided according to Aims, Method, Results, and Conclusion etc. The abstract should summarize the entire thesis in a concise manner by describing what the aims were, what method was used and on which subjects, what results were obtained, and what the significance of these results is. It must not form part of the introduction or be similar to the conclusion.
- c) The key words (up to five) shall be provided in English on the line after the abstract using the single-column format, and shall appear in alphabetical order after "Key words:".



(3) Introduction

The introduction shall outline previous research, identify current/future issues, and describe the need for relevant research as well as the research aim/s or hypothesis based thereupon.

(4) Method

- a) The 'Method' section should be divided into relevant subsections such as 'Subjects' and 'Methodology' etc., and stated in a concise manner.
- b) If the subjects (including controls) are humans, state their average ages and the standard deviation (SD) as well as the sex ratio and any other necessary demographic statistical information. However, when this data constitutes the research results, it should instead be described in the 'Results' section. If the subjects are communities/regions, organizations, or animals, provide appropriate information about them.
- c) The 'Methodology' section should outline the research method/s used to enable the reproducibility of the research. As-yet unpublished measures, apparatuses, equipment, and drugs used in the research should also be outlined in this subsection.

(5) Results

The 'Results' section should describe the obtained results in a concise manner. While figures and tables can also be used in this section, the text itself should describe the main points of these figures and tables without reiterating their contents in detail. The contents of tables should also not be reiterated in figures.

(6) Discussion

This section should investigate the significance (and limits) of the obtained results in relation to current knowledge, and suggest a course for future research. The review of references to be undertaken in the 'Introduction' section is not required here. Rather, it is necessary to sufficiently investigate the significance of the obtained results with respect to current knowledge. Be sure to maintain consistency when dividing the discussion into subsections (i.e., when the discussion is lengthy). Even if the individual subsections have been well summarized, it is often the case that the entire section has not been summarized and the respective arguments are not consistent.

(7) Conclusion

Unlike the 'Abstract' section, the 'Conclusion' should be limited to a concise statement of the important elements of the obtained results, as well as the significance thereof.

(8) Acknowledgement/s

This section should begin by describing any research funding, even if it was partial (e.g. *"Part of this research was supported by The Ministry of Education, Culuture, Sports, Science and Technology (MEXT), Grant-in-Aid for General Research (B) (Subject No. 00000000)"*). Next, it should mention any academic conferences where the research was presented, either in part or in its entirety (e.g. *"Part of this research was presented at the '1<sup>st</sup> Meeting of Japanese Health Science and Nursing' (Tokyo, January 2004)"*). Finally, it should acknowledge any persons who made a specific contribution to the research, or any research supervisor/s etc. who proofread the thesis. However, it should not include merely for the sake of formality the names of senior colleagues who have not actually contributed to the research.

(9) References

- a) This section should contain cited references only, and should not include a bibliography.
- b) The references should be listed using a consistent format in accordance with the conventional rules of the research field in which the thesis is subsumed or the instructions for authors by the journal to which a paper based on the thesis is to be submitted. References cited within the text should also be described accordingly (i.e., number followed by cited reference or author's name/s and year). Meanwhile, the following guideline is useful for writing references in experimental studies: "International Committee of Medical Journal Editors. Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication. <http://www.icmje.org/>." Alternatively, references for other types of studies can be written as follows: "*American Psychological Association. (2001). Publication Manual of the American Psychological Association (5<sup>th</sup> ed.). Washington, DC: Author.*"

(10) Figures & tables

Figures and tables should be printed in black and white and arranged in a suitable manner, irrespective of the two-column format. They should be prepared in a way that clearly conveys to the reader the meaning of the data contained therein, without having to look elsewhere for clarification. As such, they should contain appropriate titles and, where necessary, footnotes. As a general rule, any lines or borders drawn around tables should be horizontal only. Avoid the use of vertical lines or borders around tables unless indicated in the instructions for authors by the journal. Figures and tables should be consecutively numbered (i.e., 'Fig. 1', 'Fig. 2', 'Fig. 3'/'Table 1', 'Table 2', 'Table 3', etc.) and cited accordingly in the text. Minimize the use of tables and figures, and do not include those which are not essential.

(11) Appendix

An 'Appendix' section can be attached after the 'References' where required. 'Appendix' should be written in Gothic font and centered, with the text beginning on the next line.

4. Any original evaluation scales, questionnaires, or survey papers used in the research may also be submitted separately to the thesis. They should include the thesis title and author's name, and be prepared as a supplement, attached figures, or attached tables according to the main drafting points mentioned above. Three copies of them should be submitted together with the thesis. These documents may be considered in the thesis review.

## II. Criteria for Evaluating Master Thesis

Master theses are evaluated based on the following criteria, not necessarily in this order:

- novelty, originality, and insightfulness of the research topic,
- abilities in logical/scientific thinking,
- appropriateness of the research method(s)/approach,
- expansivity of the theme emerged from the conclusion and its implication,
- performance in oral presentation and following discussion,
- contribution, and
- formatting of the thesis.

Details of the Oral Exam for Entrance  
to the Doctoral Program of Health Sciences and Nursing,  
Graduate School of Medicine, the University of Tokyo

Applicants who pass the primary written exam are eligible to sit for the secondary oral exam. In the oral exam, applicants are required to make a presentation based on their eight-page thesis summary (see attachment) and respond to questions from the Examination Committee's Chief Examiner and Assistant Examiner, as well as from the floor. The presentation must include questions about the applicant's intended 'Research Plan' following admission to the doctoral program. However, applicants who have obtained or expected to complete a master's or professional degree at the Graduate School of Medicine, the University of Tokyo between 1 April 2020 and 31 March 2021 are exempted from this presentation and there will be only questions and answers.

Preparing slides:

- The presentation time shall be 15 minutes per person.
- When making your presentation, you may use Power Point for Windows (Mac OS versions not permitted).
- Presentation files should not exceed 5 MB, and should be stored on a USB storage device to be brought to the oral exam.
- Animation may not be used in presentations.
- The file name should be your personal Exam ID Number.
- You may preview your presentation when setting it up on the exam venue computer, but you are not permitted to make any changes to the content.

Points to note regarding the presentation:

- You are generally required to operate your own presentation slides.

Notice Regarding Foreign Language (English) Examinations for Entrance  
to the Doctoral Program in Health Sciences and Nursing

Foreign language (English) written examination is not administered by the University of Tokyo to applicants for the Doctoral Program in Health Sciences and Nursing, Graduate School of Medicine, the University of Tokyo. In lieu of those examinations, applicants are required to submit an official report of their TOEFL scores as below.

1	Acceptable TOEFL Score	TOEFL-iBT、 TOEFL iBT® Home Edition、 TOEFL ITP® Plus for China solution、 TOEFL-PBT
2	Period of Validity	A TOEFL score will be valid only if the test was administered after January 1, 2020.
3	Submission Methods (1) “Test Taker Score Report(Examinee Score Report)”	Together with the other application documents, submit following documents: - A copy of the “Test Taker Score Report” that was sent to the examinee by ETS. - A screen copy of application result of “Institutional Score Report” that shows the application date for ETS
4	Submission Methods (2) “Institutional Score Report”	Please make a request to the ETS to forward an “Institutional Score Report” to “the University of Tokyo Faculty Medicine”: DI (Designated Institution) Code “8426” no later than Tuesday, January 11, 2022. - When making the request, do not use “University of Tokyo” or another DI code for the other graduate schools of The University of Tokyo. - It may take a couple of months from the time of the request for the ”Institutional Score Report” forwarded by the ETS to the Graduate School of Medicine. Thus, <u>please make the request to the ETS six weeks before our application deadline.</u> - For details, please refer to the TOEFL website <a href="http://www.cieej.or.jp/toefl/">http://www.cieej.or.jp/toefl/</a> .
5	Cautions	Please note that in the situations described below, reports of TOEFL scores will NOT be accepted. In those situations, it will be assumed that the applicant has chosen not to take the foreign language (English) examination.  (1) The “Institutional Score Report” does not arrive from the ETS by the designated deadline. (2) The scores and the dates of the examination on the copy of the “Test Taker Score Report” are not identical with those on the “Institutional Score Report”. (3) The official score is not from a test administered during the time period prescribed in #2 above (Period of Validity). (4) Scores are submitted by methods other than those described in #1 and #2 above, or scores are submitted by illicit means.

## How to Purchase Previous Graduate School of Medicine Exams

Previous entrance exam questions for the Graduate School of Medicine can be obtained from the Tokyo Society of Medical Sciences (TSMS).

### I. List, type, and cost of previous exam questions

### II. How to purchase

① To purchase directly from TSMS: see TSMS map and business hours below.

② For delivery by postal mail: see 'How to fill out the Payment Transfer Form' below.

### I. List of previous exam questions

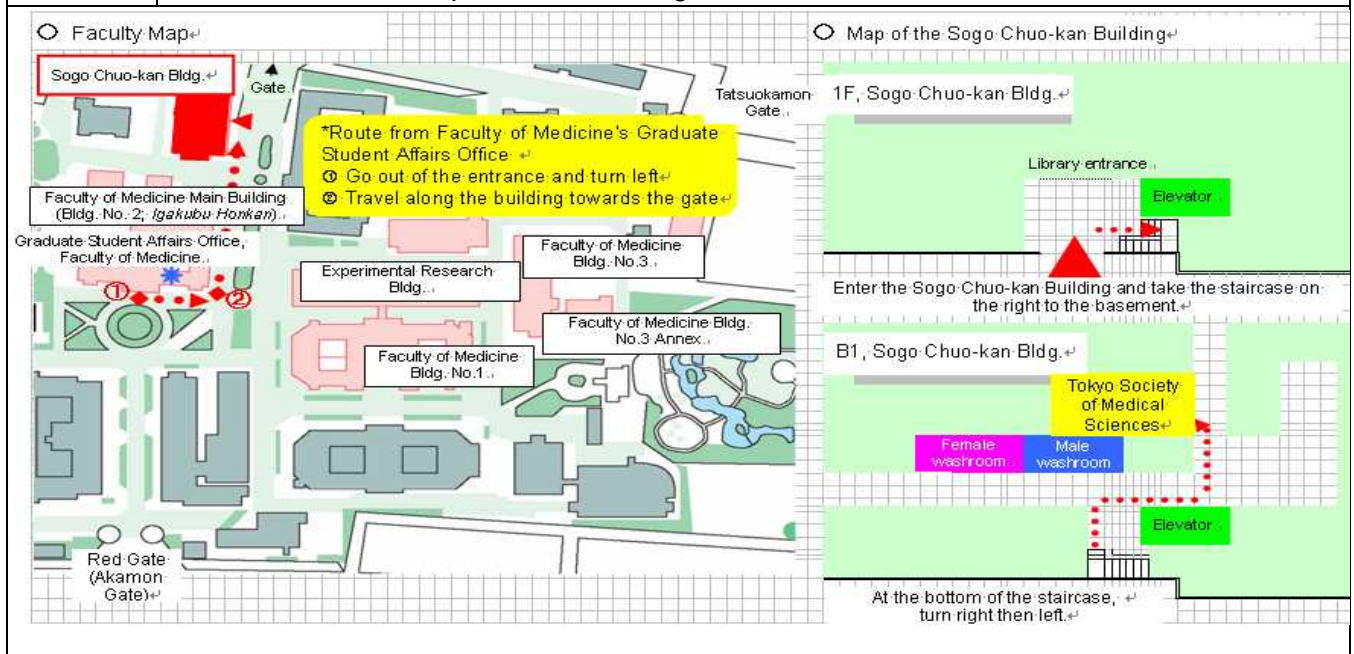
Graduate School of Medicine List of previous exam questions (no minimum purchase volume)

Program/ Course	Year of Admission	Price
Doctor of Medicine	2013 – 2020	¥1,100/ year
Doctor of Health Sciences & Nursing (Exam. in Feb.)	2013 – 2020	¥330/ year
Doctor of Health Sciences & Nursing (Exam. in Aug.)	2012 , 2014, 2017	¥330/ year
Master of Medical Science	2014 – 2021	¥330/ year
Master of Health Sciences & Nursing	2013 – 2020	¥1,100/ year
Master of International Health	2013 – 2020	¥440/ year
Master of Health Sciences & Nursing (Public Health Nursing Course & Nursing Course)	2013 – 2020	¥330/ year
School of Public Health (SPH; professional degree course)	2013 – 2020	¥1,100/ year

### II. How to purchase

① To purchase directly from TSMS:

Distributor	<p>Tokyo Society of Medical Sciences: B1, Igakubu Sogo Chuo-kan, Faculty of Medicine, the University of Tokyo (see map below)</p> <p>Tel: 03-5841-3681 Fax: 03-3816-3287 Email: <a href="mailto:igakukai@m.u-tokyo.ac.jp">igakukai@m.u-tokyo.ac.jp</a></p> <p>Website: <a href="http://square.umin.ac.jp/igakukai/02toppage/toppage.html">http://square.umin.ac.jp/igakukai/02toppage/toppage.html</a></p>
Business hours	<p>10:00 a.m. - 12:00 p.m. and 12:30 p.m. – 4 : 45 p.m. on weekdays (except when the library is closed)</p> <p>* The office may be closed on Saturdays, Sundays and Holidays.</p> <p>Please confirm it is open before visiting.</p>





# THE UNIVERSITY OF TOKYO (Graduate Schools) How to make a Payment of Examination Fee by Credit Card

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can make a payment with your Credit Card



Web Application -- Credit Card Transaction

Access

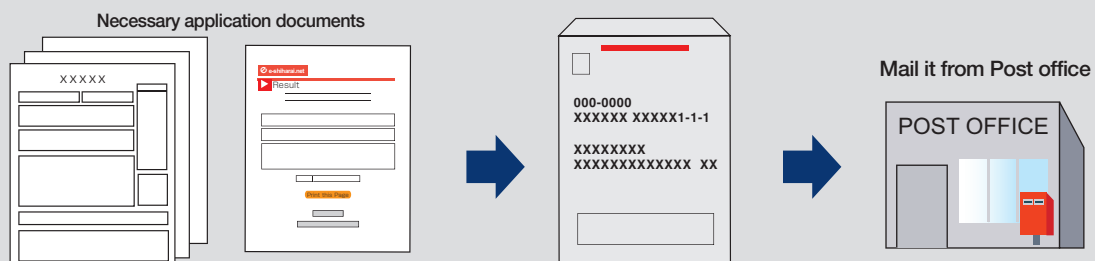
<https://e-shiharai.net/english/>



You can access from our website too!

- |  |  |
|--|--|
| <b>1. Top Page</b>   | Click "Examination Fee".   |
| <b>2. Terms of Use and Personal Information Management</b> | Please read the Terms of use and Personal Information Management.<br>Click "Agree" button located in the lower part of this page if you agree with these terms.<br>Click "Not agree" button located in lower part of this page if you do not agree with these terms. |
| <b>3. School Selection</b>                                 | Click "The University of Tokyo (Graduate Schools)".  |
| <b>4. School Information</b>                               | Read the information carefully and click "Next".   |
| <b>5. Category Selection</b>                               | Choose First to Fourth Selection and add to Basket.  |
| <b>6. Basket Contents</b>                                  | Check the contents and if it is OK, click "Next".  |
| <b>7. Basic Information</b>                                | Input the applicant's basic information.<br>Choose your credit card and click "Next".  |
| <b>8. Credit Card Information</b>                          | Input Credit Card Number (15 or 16-digits), Security Code and Expiration date.   |
| <b>9. Application Result</b>                               | All of your application information is displayed. Check and Click "Confirm".   |
| <b>10. Credit Card Payment Completed</b>                   | Click "Print this page" button and print out "Result" page.  |

Enclose the printed "Result" page in an application envelope with other necessary application documents.



## [NOTICE/FAQ]

- During payment periods and application periods mentioned in the application documents, you can make a payment anytime. Please confirm from application documents and complete payment in time for the application period.
- On the last date of the payment period, please finish card settlement procedure by 11:00pm Japan time.
- A fee is added to Examination fee. For further info, please visit our website.
- Please note that refund is not possible once you have made a payment of Entrance examination fee.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is the applicant's information.
- If you did not print out "Result" page, you can check it later on Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please directly contact the credit card company if your card is not accepted.

For questions or problems not mentioned here, please contact :

**E-Service Support Center Tel : +81-3-5952-9052 (24 hours everyday)**