ucaro **Q**

https://www.ucaro.net/

Access the UCARO Web site. *Desktop or Laptop PC use is recommended.

Click「新規会員登録("New Account Registration")」





If you agree to all of the 「利用規約・個人情報の取扱いに関する同意 条項」("Terms of Consent and Privacy Policy"), check the 「同意 条項に同意する」("I agree to the terms of consent") checkbox and click 「次へ」("Next").



Please Enter your e-mail address and click 「送信」 ("Send") for provisional registration.

To complete your registration, please follow the instructions in the email you received.

 $\ensuremath{\ensuremath{\%}}$ Please note that it might have been sent to your spam folder.

Online Application



1. Access the UCARO website.



- If you are already a registered user and have a login ID, enter your e-mail address and password to sign in.
- ・If you are not yet a registered user, access the New Member Registration Page and enter your e-mail address, a username, and password. Then click 「UCAROへ会員登録する」("Register to UCARO").
- ** For mobile e-mail, set up permission to receive messages from the domain (@ucaro.net).
- * Please note that messages may be received in your spam folder.
- **2.** Select the school you wish to apply to and choose the type of entrance examination you want to take.



Click on 「学校一覧」 ("List of Schools") from \equiv in the upper right corner of the top page.



· Select and click on the entrance exam you wish to take.

3. Select the type of entrance examination you want to take and register your application information*.

*Only during the application period.



Click Γ 出願する」("Apply") for the entrance examination category for which you want to apply from the list of entrance examination categories.



Click the + button of the entrance examination schedule for which you want to apply from the list of entrance examination schedules.



Select the faculty, department(major), course, and type of entrance examination, etc., and click 「次へ進む」("Next").



Select and fill in all the required fields according to the input format and click $\lceil 次$ へ進む」("Next").



Confirm the details of the application (application and personal information) with +, and if there are no mistakes or corrections, click 「次へ進む」("Next").



Click「アップロード」("Upload"), select photo data (file format: JPEG) taken with a smartphone or digital camera from「ファイルを選択」("Select File"), and click「写真の加工へ進む」("Proceed to Editing Photo").



Process to the correct size, correct position, and color correction, and click $\lceil \text{切り抜} \langle \ \rfloor (\text{"Crop"})$.



Review the checklist ,place a checkmark in all boxes, click「出願写真として提出する」("Submit as application photo") and click 「次へ進む」("Next" on the next page").



Confirm the required documents, place a checkmark in the「上記の必要書類について確認」checkbox(the "Confirm the above required documents"checkbox), and click 「次へ進む」("Next").

This completes your application information registration procedures..

Emails regarding completion of application registration, a guide to sending application documents, and payment information will be sent to your registered email address.

4. Select the payment method for the examination fee.



Click 「決済方法を選択する」("Select a payment method").

□ 決済情報入力
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· Pay by credit card

 Pay at convenience stores, ATMs of financial institutions, [Pay-easy], or online stores.

Check either of the two payment methods, click 「決済サイトに進む」("Proceed to Payment Site") and proceed to the payment site.

Depending on the settings of your PC (terminal), the pop-up window may be blocked and not displayed after you click the 「決済サイトに進む」 ("Proceed to Payment Site") button. Please check your PC (terminal) settings in advance (always allow pop-ups) before proceeding.

Information

- The application becomes valid (application confirmed) upon payment of the examination fee. The application is not complete only by submitting the online application.
- The deadline for payment is 23:59:00 (Japan Standard Time) on the day after the online application is submitted. However, if you submit the online application on the last day of the application period, the deadline for payment is 23:59:00 (Japan Standard Time) on the same day.
- If the payment deadline has passed, please start over from「出願情報の入力」("Entering Application Information").
- A payment fee is required in addition to the examination fee.
- The paid examination fee is not refundable.
- Once the examination fee has been paid, the application cannot be cancelled.

Payment by Credit Card



Click「クレジット(ボタン)」("Credit (button)") and then click「同意して次へ」("Agree and Proceed") only if you agree to the [Handling of Personal Information (Personal Information) in Connection with Outsourced Credit Card Payment Services] displayed on the next page.



Enter credit card information and click 「お支払い」("Payment").

The screen will change and the payment completion screen will appear. **Please wait until the process is complete and the screen changes.

Confirm the information on the payment completion screen and click Γ 閉じる」("Close").



After completing the payment, please confirm that the relevant entrance examination is shown as「決済完了」("Payment Complete") on your Application List page.

This concludes the procedures for payment by credit card.

Payment at a Convenience Store



 Select one of the following: FamilyMart, Lawson, Ministop, Seicomart, Daily Yamazaki, or Seven Eleven

Payment methods and procedures vary between convenience stores. Please check and make preparations for the contents listed on the website and on the following pages in advance, and then make your payment at your selected convenience store.

- **The Ryukoku University Admissions Office cannot answer any inquiries regarding the operation of convenience store equipment. Regarding such questions, please ask the convenience store staff directly.
- If the payment amount exceeds 300,000 yen, the convenience store payment method cannot be used. In that case, please use another payment method.
- If the amount of payment exceeds 100,000 yen, it cannot be paid only in cash from a bank ATM [Pay-easy]. Payments should be made with the cash card of the respective financial institution.

FamilyMart

- ① Press the 「コンビニお支払い」("Pay at Convenience Stores") button on the in-store multi-copier screen, select 「番号入力」("Enter Number") and enter your customer number and confirmation number.
 - *Omit hyphens in the number when entering.
- ② After confirming the data entry, proceed to the next screen to issue the application ticket.
- ③ Pay at the cash register within 30 minutes. Please be sure to receive a receipt at that time and keep it until the result announcement.

LAWSON (MINI)

Method 1. At Loppi, scan the 2D code and pay at the cash register.

- ① Press the 「Loppi専用コードをお持ちの方」("For those with Loppi code") button on the Loppi screen.
- ② Scan the 2D code over the 2D barcode reader at the Loppi.
- 3 Confirm the details on the screen and proceed to the next screen. An application ticket will be issued.
- 4) Pay at the cash register within 30 minutes. Please be sure to receive both a detailed bill of sale and a formal receipt (取扱明細兼領収書) at that time and keep it until the result announcement.

Method 2. Enter customer information and confirmation number at the Loppi and pay at the cash register.

- ①Press the 「各種番号をお持ちの方」("For those with various numbers")button on the Loppi screen and enter your customer number and confirmation number.
 - *Omit hyphens in the number when entering.
- ② Confirm the screen displayed and go to the next screen.

An application ticket will be issued.

③ Pay at the cash register within 30 minutes. Please be sure to receive both a detailed bill of sale and a formal receipt (取扱明細兼領収書) at that time and keep it until the result announcement.

Seicemart

1, Scan the barcode and pay at the cash register.

- ① Tell the cashier "Internet payment".
- ② Show the barcode to the cashier.
- 3 Confirm the payment details on the cashier's screen and press 「OK(ボタン)」("OK (button)").
- 4) Pay at the cash register. Please be sure to receive both a detailed bill of sale and a formal receipt (取扱明細兼領収書) at that time and keep it until the result announcement.

2, At the cash register, enter the payment number and make the payment.

- 1) Tell the cashier "Internet payment".
- 2 Enter the online payment number on the touch panel. *Omit hyphens in the number when entering.
- 3 Confirm the payment details on the cashier's screen and press 「OK(ボタン)」("OK (button)").
- 4) Pay at the cash register within 30 minutes. Please be sure to receive both a detailed bill of sale and a formal receipt (取扱明細兼領収書) at that time and keep it until the result announcement.





- 1) Tell the cashier "Internet payment".
- 2 Enter the online payment number on the touch panel. *Omit hyphens in the number when entering it.
- ③ Confirm the payment details and press 「確定(ボタン)」 ("Confirm (button)").
- 4) Pay at the cash register. Please be sure to receive a receipt at that time.



1, Print out the payment slip and pay at the cash register.

- ① Print and bring the payment slip from「払込票を表示」 ("View Payment Slip") and show it to the cashier.
- 2 Confirm the payment details on the cashier's screen and make the payment.
 - Please be sure to receive a receipt at that time and keep it until the result announcement.

2, Tell the cashier your 13-digit payment slip number and make the payment.

- 1) Tell the cashier "Internet payment".
- ② Tell the cashier your payment slip number.
- 3 Confirm the payment details on the cashier's screen and make the payment.

Please be sure to receive a receipt at that time and keep it until the result announcement.



At any convenience store, after completing the payment, please confirm that the message "Payment Completed" is displayed on the Application List page beside the relevant entrance examination.

This concludes the explanation for convenience store payments.

Payment at Financial Institution ATMs [Pay-easy]



Tap "ATM".

Only ATMs with the Pay-easy mark are eligible for ATM payments.To make a payment at an ATM, you will need a collection agency number, customer number, and confirmation number. Please check and prepare the contents of the website and the following information before making a payment at an ATM.

- ** The Admissions Office of Ryukoku University cannot answer questions or inquiries regarding ATM operation, etc. Please ask the staff directly at each financial institution branch.
- ** Pay-easy service hours (business hours) vary at each financial institution.
 Please note that the deadline will not be extended even if you are unable to use the ATM due to system maintenance or other reasons that prevent you from completing the payment of the examination fee.
- ** Cash payments exceeding 100,000 yen cannot be made at ATMs. If the total amount of payment including the payment fee exceeds 100,000 yen, please make the payment using the cash card of the respective financial institution.



- ① Tap "Tax and Fee Payment" on the ATM screen.

 ** Please note that ATM screens vary between financial institutions.
- ② On the touch panel, enter the collection agency number, customer number, and confirmation number, and tap "Confirm".
- ③ Select cash or cash card to make your payment. At that time, please be sure to receive your statement and keep it until the acceptance announcement.



After completing the payment by ATM (Pay-easy), please confirm that the message "Payment Completed" is displayed on the Application List page beside the relevant entrance examination.

This concludes the explanation for Payment at an ATM [Pay-easy].

Payment by internet banking

Click on 「ネットバンキング」(Internet Banking).

- ① Enter your ID and password on the Internet Banking Website.

 ** The account to be settled must have an internet banking agreement.
- ② Proceed in accordance with the method specified by each financial institution in the "Payment of Taxes, Fees, and Other Charges" section.





After completing the payment by internet banking, please confirm that the message "Payment Completed" is displayed on the Application List page beside the relevant entrance examination.

This concludes the explanation for Payment by internet banking.

Mailing of Application Documents

Please send the application documents to the 「龍谷大学入学試験願書受付センター」 ("Ryukoku University Entrance Examination Application Center") by registered mail or express mail with in the application period (Postmark Valid).

Information

■ Please submit the documents according to the entrance examination system, the faculty/graduate school, and the type of entrance examination.



- Please keep the copy of the registered mail until you obtain your examination number, as it will be needed in case of non-delivery due to postal accidents, etc."
- We cannot respond to inquiries regarding the status of application materials received, nor can UCARO confirm the status. Please use the Post Office's "Mail Tracking Service".
- $\bullet \text{ If there are any deficiencies or false statements in the application documents, we will ask you to resubmit them. } \\$
- Even if you are asked to resubmit, the application deadline (postmark valid) will not change. Please mail your documents to the designated address within the deadline.
- ${f \cdot}$ We may contact you by phone or e-mail to confirm the status of your application documents.



Confirmation of Examinee Number • Printing of Examination Voucher

At least 3 days before the test date, please follow the steps below at \Box

ucaro Q https://www.ucaro.net/ %Desktop or Laptop PC use is recommended.

Information

■ You will be notified by UCARO on the date the examination number inquiry starts.

Examination vouchers will not be sent out.

The printed examination voucher must be brought on the day of the examination.

*If you cannot print the voucher at home, please print it at a convenience store or your high school.

Access the UCARO Web site.



Enter your e-mail address and password on the login screen.



Click「受験一覧」("List of Exams") from **■** on the upper right corner of the top page.



Click **▽** next to the application number, and then click「受験票•受験番号照会」 ("Examination Voucher/Examination Number Inquiry").

*All universities to which you have applied are listed in 'aiueo' order (Japanese alphabetical order).



Click 「受験票を印刷する」 ("Print Examination Voucher") to save and print the PDF file on your PC.

Result Announcement

You will receive notification of results from \square



ucaro **Q** https://www.ucaro.net/ *Desktop or Laptop PC use is recommended.

Information

- The Results notification will be made on the day the results are announced.
- We will not be able to respond to any telephone inquiries regarding the results.
- You can check the results from 15:00 on the day the results are announced.

Access the UCARO website.



Enter your e-mail address and password on the login screen.



Click「受験一覧」("List of Exams") from **≡** on the upper right corner of the top page.



Click \checkmark next to the application number, for which you want to check the results, and check them from 「合否照会」("Result Announcement").



Be sure to check the 「合否照会」(Result Announcement) page, then click 「合格通知書を印刷する」("Print Acceptance Letter") and 「振込用紙を印刷する」("Print Bank Transfer Form").

Be sure to print and keep your acceptance letter on hand, and to print out the transfer form for use as needed.

By making a 「親子連携依頼」("Family Sharing Request"), messages, examination lists, schedules, and the result announcement will be available to those with whom you have linked the account.

If you wish to make sharing available from the examinee to parents, please do so through 🔲 🛭



ucaro **Q** https://www.ucaro.net/ *Desktop or Laptop PC use is recommended.

The examinee himself / herself

Access the UCARO website.



Enter your e-mail address and password on the login screen.



Click 「親子連携」 ("Family Sharing") from **≡** in the upper right corner of the top page.



Enter the e-mail for the sharing request and password. Click 「連携依頼メール送信」("Send Sharing Request Email").

Parents / Guardians

Click on the URL in the「連携依頼のご連絡」 ("Sharing Request Notification") sent to the e-mail address entered by the examinee.



Enter your e-mail address and password on the login screen.



On the UCARO Family main page, click on 「連携状況一覧」 ("Sharing Status List") in \equiv .



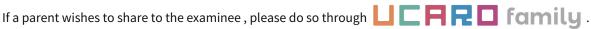
Click「承諾」("Accept") on the list of parents waiting to be linked.



Enter the password and click 「承諾する」("I accept").

This concludes the explanation for sharing from examinees to parents.

By making a 「親子連携依頼」("Family Sharing Request"), messages, examination lists, schedules, and result announcement will be available to those with whom you have linked.



ucaro family **Q** https://www.ucaro.net/family/ *Desktop or Laptop PC use is recommended.

Parents / Guardians

Access the UCARO family website.



Enter your e-mail address and password on the login screen.



Click 「連携依頼」("Request for Sharing") from **≡** in the upper right corner of the top page.



Enter the e-mail for the sharing request and password. Click 「連携依頼メール送信」("Send Sharing Request Email").

The examinee himself / herself

Click on the URL in the 「連携依頼のご連絡」"Sharing Request Notification" sent to the e-mail address entered by the parent/guardian.



Enter your e-mail address and password on the login screen.



Click 「連携依頼があります」 ("You have a linkage request") on the UCARO main page.



Click「承諾」("Accept") on the list of parents waiting to be linked.



Enter the password and click 「承諾する」("I accept").

This concludes the explanation for sharing from parents to examinees.