



Online Enrollment Procedures System

Operation Manual for Successful Applicants

「Web 入学手続システム合格者用操作マニュアル」

Contact for inquiries regarding operation methods, etc.

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(Note) For privately funded international students, the screens related to “Enrollment Fee Payment Procedures” and “Tuition Fee Payment Procedures” on pages 24 to 35 of this manual will not be displayed. Please wait without making any payment until you receive further instructions from the university.

1. Introduction

This manual is for operating the "Web Enrollment Procedures System" for those who have passed the various entrance examinations at the University of Miyazaki(**UoM**).

For explanations and details regarding various procedures and systems related to enrollment, please refer to the "[Enrollment Procedures Guide](#)".

◆ Purpose

The purpose of this manual is to ensure the smooth completion of various applications required for enrollment procedures, such as "Student Information Form", "Upload Photo", "Enrollment Fee Payment", and "Tuition Payment".

◆ Regarding the screen examples

The screen examples shown in this manual may differ from the actual screens on your home computer depending on your system environment and configuration.

◆ Inquiries

1. MOU-kun Chatbot (Displayed in the top right corner of the University of Miyazaki website)

If you have questions about the Web Enrollment Procedures System, please check: "For Prospective Students (Admission Procedures)" → "Related to Admission Procedures" → "About the Web Admission Procedures System". Answers to past questions are posted there. If you do not receive the necessary response, please contact us as follows.

2. Telephone/e-mail

If the chatbot cannot resolve your issue, please contact us as follows. (Weekdays 9:00 a.m. to 5:00 p.m.)

Note that if you want to inquire in a language other than Japanese, please contact us by e-mail. The reply may take some time, so please contact us as soon as possible.

University of Miyazaki, Organization for Learning
and Student Development General Affairs Section

Telephone: 0985-58-7427

e-mail address: gakusomu@of.miyazaki-u.ac.jp

(After January 2026: gakusomu@miyazaki-u.ac.jp)

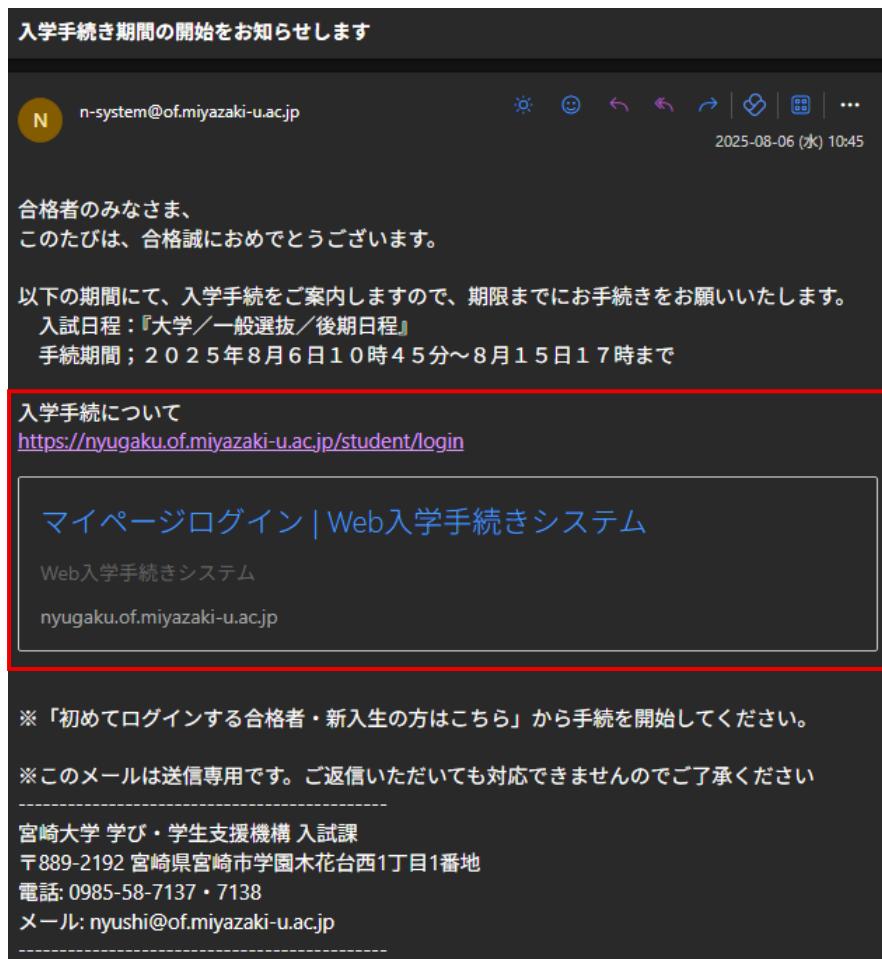
2. My Page Login

For successful applicants, a password will be generated using "Examination Number" and "Date of Birth" from the Web Application System used for the entrance examination. Then log in to My Page using "Examination Number" and "Password".

2.1. First Login

Once enrollment procedures begin, successful applicants will receive an e-mail containing enrollment instructions to the e-mail address used during the Web application. (The URL for this system is also posted on our university website.)

Please start the procedures from the URL provided in the e-mail.



When logging in to this system for the first time, select "First-time login for successful applicants and new students" on the My Page login screen and enter "Examination Number" and "Date of Birth" to generate a one-time password.

*If the examination number and date of birth are incorrect, the following message will appear.

受験者番号、または生年月日が一致しません。もう一度入力してください。

Enter the one-time password to register your password when you log in.

The one-time password will be sent to the e-mail address registered in the Web Application System.

↑ Please set a new password.

2.2. My Page Login

Enter your examination number and password on the My Page login screen to log in.

The image shows the 'My Page Login' interface. At the top is a blue header bar with the text 'My Page Login'. Below it is a white form area. The first field is labeled 'MID or Examination number' and contains the value 'A0000000'. The second field is labeled 'Password' and contains a series of dots '.....'. Both of these fields are highlighted with a red rectangular border. Below the fields is a message: 'Please log in again using the password you set yourself.' To the right of the password field is a small circular icon with a question mark. Below the message is a blue rectangular button with the text 'Login ▶'. Underneath the button, there is a link 'First-time login for successful applicants and new students' and another link 'Forgot your password?'. The entire form is enclosed in a light gray rounded rectangle.

If your examination number or password is incorrect, the following error will be displayed.

受験番号、MIDもしくはパスワードが間違っています。

*If you forget your password, please re-register by following the steps in "2.3 Change Password Re-registration".

2.3. Password Re-registration

If you forget your password for logging into My Page, click "Forgot your password?" and enter your examination number, last name, first name, and e-mail address to generate a one-time password.

Please enter the e-mail address you registered in the "Web Application System".

The diagram illustrates the process of password re-registration. It shows two screens: 'My Page Login' and 'Generate a One-Time Password'.

My Page Login Screen:

- Fields: MID or Examination number, Password.
- Buttons: Login, Forgot your password?
- Text: First-time login for successful applicants and new students.

Generate a One-Time Password Screen:

- Fields: Examination number (A0000000), Last name (宮崎), First name (大学), E-mail address (daigaku_miyazaki@of.miyazaki-u.ac.jp).
- Buttons: Generate a One-Time Password.

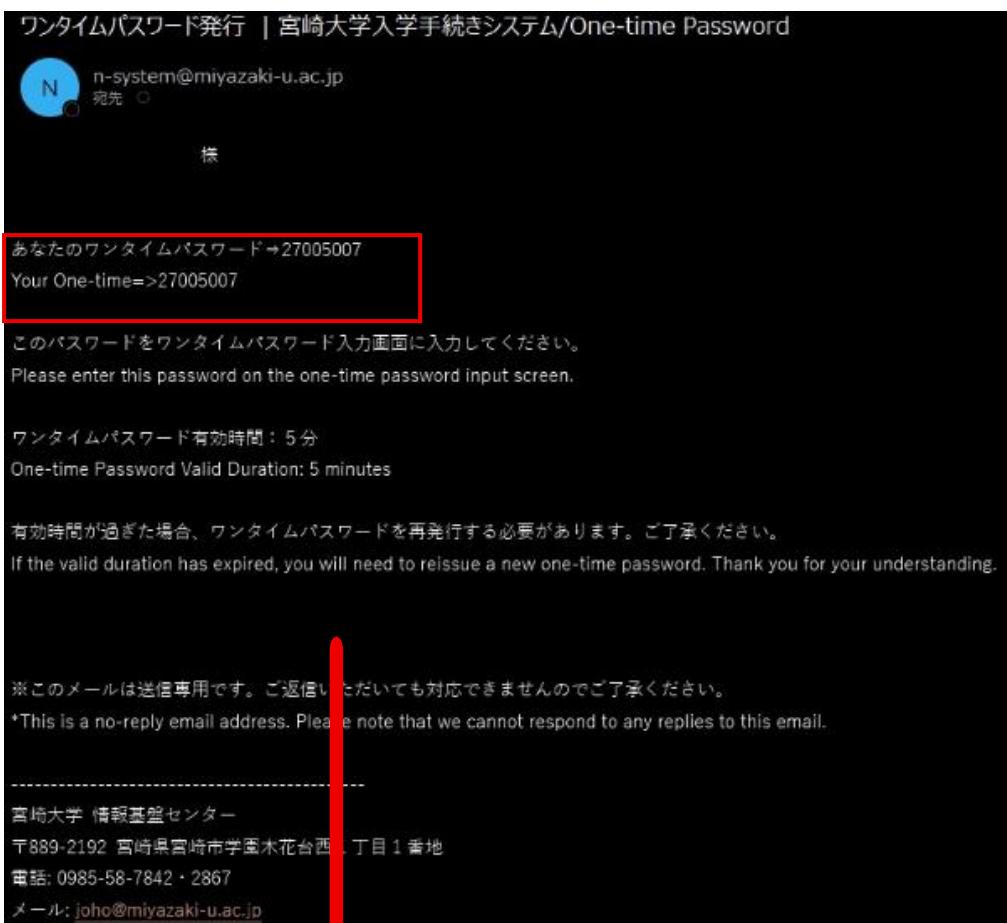
A red box highlights the 'Forgot your password?' button on the left screen, and a red arrow points from it to the 'Generate a One-Time Password' button on the right screen, indicating the sequence of actions.

If the examination number, last name, first name, or e-mail address is incorrect, the following message will appear.

受験者番号、氏名、メールアドレスが一致しません。もう一度入力してください。

Enter the one-time password to register your password when you log in.

The one-time password will be sent to the e-mail address registered in the "Web Application System".



One-Time Password

One-Time Password

27005007

Next >

Password Registration

New Password

Confirm New Password

Register >

↑ Please set a new password.

3. Pre-Enrollment Procedures Menu

After successful applicants log in to My Page, they begin the enrollment procedures through the "Pre-Enrollment Procedures Menu".

3.1. Start of Enrollment Procedures

Select "Yes" or "No" * the enrollment procedures, then click "Register".

When you register the selection "Yes", the screen will switch to "Register Pledge".

入学手続き開始 未完了

To start the enrollment process, please select "Yes" and click the "Register" button below.

※After you have registered "Yes," you may not change your mind about starting the admission procedure to "No." If you wish to change your mind about starting the admission procedure, please contact the person in charge.

Yes No

Register

*If you select "No", it is a declaration that you do not intend to enroll at this university. To confirm, if you do not intend to enroll, please register the selection "No".

Note that even if you register the selection "No", you can change it to "Yes" during the enrollment procedures period.

入学手続き開始 完了

To start the enrollment process, please select "Yes" and click the "Register" button below.

※After you have registered "Yes," you may not change your mind about starting the admission procedure to "No." If you wish to change your mind about starting the admission procedure, please contact the person in charge.

Yes No

Can be changed after registering

Update

3.2. Register pledge

After confirming the "Student Pledge", check the boxes for the student's and guardian's consent, and then click "Register".

誓書の登録 未完了

Please review the following declaration and select 'Agree'.
 ※Once 'Agree' is registered, it cannot be changed. If you need to make changes, please contact the person in charge.

Student Pledge

I hereby pledge that as a student at University of Miyazaki under the joint signature of the guardian I will firmly abide by the rules of the University.

Student him/herself I agree.
 Guardians, etc. (as entered in the Student Information Form) I agree.

※ With regard to foreign students, their spouse and teacher in charge can be the guardians, etc.

Register

Once registration is complete, the screen will switch to the next section, "Consent to Personal Information Handling."

3.3. Consent to Personal Information Handling

After reviewing "Handling of Personal Information of Students and Guardians, etc., Related to Education and Student Support", check the consent boxes for the student and parents/guardians, then register.

Scrolling to the bottom of "Handling of Personal Information of Students and Guardians, etc., Related to Education and Student Support" makes it possible to check the "I agree" checkbox.

Once registration is complete, the screen will switch to "Confirmation of Published Materials".

宮崎大学
University of Miyazaki

Web入学手続きシステム

Language 修士 本学既卒, Graduate School of Engineering

個人情報の取り扱いについて 未完了

I agree that the University of Miyazaki uses personal information on the premise of its compliance with "Handling of Personal Information of Students and Guardians, etc. Related to Education and Student Support" (decided by the University Education Board on October 21, 2021) with the countersignatures of the guardians, etc.

Handling of Personal Information of Students and Guardians, etc. Related to Education and Student Support

Letter of Consent Concerning Handling of Personal Information of Students and Guardians, etc. Related to Education and Student Support

The University of Miyazaki (hereinafter referred to as the "University") has handled a variety of information for the purpose of promoting university activities in education and student support, including information of students and guardians, etc. We are deeply aware of the importance of protecting personal information. In order to prevent unauthorized use and leakage of the personal information as well as to appropriately and strictly manage the personal information, we have made efforts to appropriately.

Scroll down to the bottom of the description to enable the checkbox.

Student him/herself I agree.

Guardians, etc. (as entered in the Student Information Form) I agree.

※ With regard to foreign students, their spouse and teacher in charge can be the guardians, etc.

Register

Scroll down to the bottom of the description to enable the checkbox.

Student him/herself I agree.

Guardians, etc. (as entered in the Student Information Form) I agree.

※ With regard to foreign students, their spouse and teacher in charge can be the guardians, etc.

Register

3.4. Confirmation of Published Materials

Documents requiring confirmation regarding enrollment procedures are listed in "**Confirmation of Published Materials**". Download the file and be sure to check its contents.

宮崎大学
University of Miyazaki

Web入学手続きシステム

Language ▾ 修士 本学既卒, Graduate School of Engineering ▾

事前手続きメニュー / Pre-Enrollment Procedures Menu

- 入学手続き開始 Start of admission procedures
- 誓書の登録 Register Pledge
- 個人情報の取り扱いについて Consent to Personal Information Handling
- 掲載資料の確認 Confirmation of published materials

掲載資料の確認

Please check the following materials.
You can download the document by clicking the link.

- 1_手続きマニュアル (PDFファイル)
- 2_<宮大生協>宮崎大学生活協同組合からのお知らせ（大学院・編入学） (PDFファイル)
- 3_<宮大生協>2026Webお手続きガイド (PDFファイル)

ダウンロード

手続きマニュアル.pdfで行う操作を選んでください。
開く 名前を付けて保存 保存

教育用パソコンの必需について（工学部新入生用）.pdf
ファイルを開く

もっと見る

For details on the various systems described in the published materials, please refer to the separate booklet "Enrollment Procedures Guide". Please also be sure to review the information regarding events just after enrollment, such as the entrance ceremony and new student orientation.

Examples

- Insurance programs (Gakkensai, Gakkenbai, etc.)
- Required educational computer

(Below, for those undergoing the procedures)

- Enrollment fee exemption/deferment
- Tuition exemption
- Scholarship application

*If no published materials are available, a message such as "No file found" will be displayed.

4. Enrollment Procedures Menu

Register the various information required for the enrollment procedures.

For explanations and details regarding various procedures and systems related to enrollment, please refer to the "[Enrollment Procedures Guide](#)".

4.1. Confirmation of Procedure Status

As shown on the next page, the "Procedure Status" section displays the progress of the procedures.

For procedures marked as "Unregistered" (red icon) other than "Unnecessary", please complete registration and proceed with the process until the "Procedure Status" changes to "[Completed](#)".

To access each procedure, click the blue link labeled "Procedure Name" to switch to the corresponding procedure screen.

Once registration is complete, icons such as "Registered", "Paid", and "Confirmed" will turn blue.

Please note that for the photo upload (for issuing the student ID), UoM verifies the photos and manages them under the following conditions.

- Unregistered : Unregistered
- Provisionally registered : The successful applicant has already uploaded a photo
- Send Back : The university reviewed the photo and found the image size, background, or clothing to be inappropriate, resulting in a rejection
- Under re-verification : The photo has been re-uploaded after being returned
- Confirmed : UoM has confirmed there are no problems

宮崎大学
University of Miyazaki

Web入学手続きシステム

Language ▾ 推薦 講さない見込, Faculty of Agriculture ▾

手続き状況の確認
Please check the status of admission procedures and the submission status of various documents.

事前手続きメニュー / Pre-Enrollment Procedures Menu

- 入学手続き開始 Start of admission procedures
- 誓書の登録 Register Pledge
- 個人情報の取り扱いについて Consent to Personal Information Handling
- 掲載資料の確認 Confirmation of published materials
- 入学手続きメニュー / Enrollment Procedure Menu
 - 手続き状況の確認** Confirmation of procedure status (Red box)
 - ① 学生調査の入力 Student Information Form
 - ① 賞写真（学生証発行用）アップロード Upload Photo
 - ① 共通テストへの出願状況調査 Check Common Test Application Status
 - 手続きに必要な書類のダウンロード Download Required Documents
- 支払いメニュー / Payment Menu
 - ① 入学料免除・入学料徴収猶予・授業料免除の申請資格 Procedures for Enrollment and Tuition Fee Exemption or Deferment
 - ① 授業料納付の手続き Tuition Payment Procedures
 - ① 学研災・学研賠の手続き Procedures for Insurance for Students "Gakkensai" and "Gakkenbai"
- その他メニュー / Other Menu
 - お知らせ Notice
 - パスワードの変更 Change Password

手続き状況の確認

Examination Number: Soumu002

Confirmed Date: (1): Page 15

Procedure Status: Incomplete (2): Page 16

Your enrollment procedures are not yet complete. Please make sure to finish the required steps during the enrollment period.

Intention to enroll

- Register Pledge: Registered
- Consent to Personal Information Handling: Registered

Procedural matters

- Upload Photo: Unregistered (5): Page 20
- Check Common Test Application Status: Unregistered (6): Page 22
- Student Information Form: Unregistered (3): Page 17

Postal documents related

- Admission Confirmation (National/Public Univ.): Unnecessary
- School Recommendation-Based Selection I, Comprehensive Selection I, returning students/working adults, and those who have passed the entrance exam for privately financed international students do not need to submit an application.

Payment related

- Enrollment Fee Payment Procedures: Registered
- Procedures for Enrollment and Tuition Fee Exemption or Deferment: Unregistered (7): Page 24
- Graduation / completion certificate: Unregistered
- Tuition Payment Procedures: Unregistered (8): Page 33
- Procedures for Insurance for Students "Gakkensai" and "Gakkenbai": Optional (9): Page 36

(4): Page 19

① Once UoM receives the mailed item and verifies its contents, the date of receipt will be registered.

Examination Number	Soumu002
Confirmed Date	2025/11/26
Procedure Status	Incomplete
Your enrollment procedures are not yet complete. Please make sure to finish the required steps during the enrollment period.	

Please note that enrollment procedures with separate deadlines, such as student information and graduation/completion certificates, registration (submission) must be completed by the specified deadline.

Student Information on Form

Unregistered

Registration Deadline : Until the orientation.

Additionally, e-mails will be sent to successful applicants who have not completed the procedures below seven days and three days prior to the end of the enrollment procedures period.

- Register Pledge
- Consent to Personal Information Handling
- Upload Photo
- Enrollment Fee Payment Procedures

② Depending on the overall progress of the procedure, one of the following statuses will be displayed: "Not Completed", "Major Procedures Completed", or "Completed".

Procedure Status	Explanation of the Situation	Displayed Reasons and Conditions
Not Completed	The enrollment procedures have not been completed. Please complete the main procedures within the enrollment procedures period.	Does not meet the conditions for "Major Procedures Completed" or "Completed"
Major Procedures Completed	The main procedures required for enrollment* have been completed. For procedures that have not yet been done, please complete the procedures promptly as soon as the preparations have been done.	<p>1) Agreement to the pledge</p> <p>2) Agreement to the handling of personal information</p> <p>3) The enrollment fee has been paid, or an application for exemption (or deferment) under ④ has been submitted.</p> <p>4) Regarding eligibility for application for an enrollment fee waiver, enrollment fee deferment, or tuition exemption, if you selected option ③ "2. Applying for enrollment fee exemption and deferment (for the grant scholarship category or disaster relief category)", you must be registered.</p> <p>5) Photo registration → Must be marked as confirmed</p> <p>6) Application status check → Registration is complete or <u>unnecessary</u> Note: If registration is not required for you, the menu itself will not be displayed.</p> <p>7) Mailed documents → For selection processes requiring the Common Test for undergraduate programs, the "National/Public University Enrollment Confirmation Form" has already been submitted or is not required in the first place</p>
Completed	All the procedures required prior to enrollment have been completed.	<p>1) <u>All seven items for completion of the major procedures must be completed</u></p> <p>2) Mailed documents → If you applied as an expected graduate or expected program finisher, the graduation certificate (for graduate school, the graduation/completion certificate and transcript) must have been submitted or not be required in the first place</p> <p>3) Account transfer procedure for tuition payment → Must be either online application (with Web Account Transfer Service registration completed), cash or bank transfer, or transfer from previous method</p> <p>4) Registration for joining Gakkenbai/Gakkensai insurance must be completed, and premium payments must be made if required</p>

*The procedures listed in the right column under 1) to 7)

4.2. Upload Photo (for use in issuing the student ID) (③)

After reviewing the upload screen points to note, register your photo for issuing the student ID. The file format is JPEG.

Select a target photo from "Choose file" then click "Register".

Once registration is complete, the screen will switch to "Common Test Application Status Check".

If the "Common Test Application Status Check" menu is not displayed, the screen will not change.

Pre-Enrollment Procedures Menu

- 入学手続き開始 Start of admission procedures
- 誓書の登録 Register Pledge
- 個人情報の取り扱いについて Consent to Personal Information Handling
- 掲載資料の確認 Confirmation of published materials

入学手続きメニュー / Enrollment Procedure Menu

- 手続き状況の確認 Confirmation of procedure status
- ① 学生認書の入力 Student Information Form
- ① 顔写真（学生証発行用）アップロード Upload Photo
- ① 共通テストへの出願状況調査 Check Common Test Application Status
- 手続きに必要な書類のダウンロード Download Required Documents

顔写真（学生証発行用）アップロード 未完了

Please read the following precautions and upload a photo for your student ID.

▼ Precautions

- As the photo will be used for your Student ID, do not use any photo of you in any uniform.
- Use a photo that shows only the applicant (front view, no hat, plain background, shoulders and above).
- Use a photo taken within the last 3 months.
- Leave a little space above the head in the photo.
- Only JPEG format files are accepted.
- The photo must be in color. If you upload a gray or monochrome photo, it will be rejected.

Upload Photo Unregistered

Photo being registered Photo being edited

Not selected

Choose file Edit Photo

Student ID Preview Register

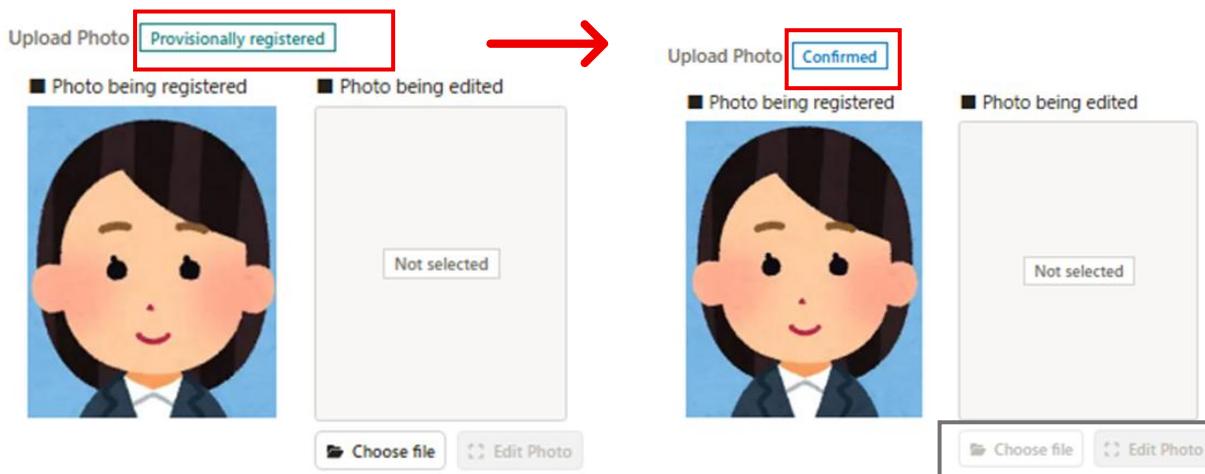


You can preview your student ID card image from the "Student ID Preview" section.



Once registration is successful, the registered photo will appear under "Currently Registered Photos", and the status will change to "Provisionally registered" (green icon).

When UoM has verified the information and found no problems, it will be marked as "Confirmed" (blue icon), and further editing will no longer be possible.



If any defects are found with the submitted photo, UoM will return it, and its status will change to "Send Back". Notice of the reason for the rejection will be sent to the successful applicant via e-mail. Please review the e-mail content and re-register.



4.3. Common Test Application Status Check (④)

Successful applicants accepted through school recommendation without the Common Test for University Admissions or comprehensive selection require full registration. (If registration is not required for you, the menu itself will not be displayed.)

Select whether you are applying for the Common Test for University Admissions. If "Yes", accurately enter the test center code and your exam number, then click "Register".

宮崎大学 Web入学手続きシステム

Language: English | 教育学部 学部生卒業見込み 共通試験を課さない

共通テストへの出願状況調査 未完了

学校推薦型選抜・及び総合型選抜の合格者は、必ず下記事項について入力してください。

▶ 対象者

大学入学共通テストの出願

① 大学入学共通テストを受験していない場合でも出願した方は「あり」を選択してください。

あり なし

大学入学共通テストの試験場コード（6桁）

123456

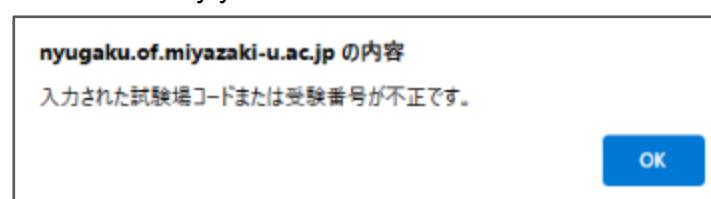
大学入学共通テストの受験番号（5桁）

12345

登録

If the input details are incorrect, the following message will appear.

Please verify your test center code and exam number once more before entering them.



4.4. Student Information Form (5)

Enter your personal information and guardian information etc.

When displayed for the first time, any pre-filled items will be the information registered in the "Web Application System". If there have been any changes since registering with the "Web Application System", please update your information to the latest details.

Once registration is complete, the screen will switch to "Upload Photo (for issuing the Student ID)".

*In the "Student Address" field of the personal information section, please enter the address where you plan to live after enrollment.

If your address after enrollment is not finalized at the time of the enrollment procedures, please update it promptly once it is determined.

The student information form can be modified until the day of the new student orientation.

(Reference) If you need to update your registration information after the new student orientation, please contact the Academic Affairs and Student Support Section of your respective faculty or graduate school (for the Faculty of Medicine, contact the Medical Education & Career Development Division).

Student Information Form Screen

学生調査の入力 未完了

Please enter the information for the student and their guardian(s).
For the student's address, please enter the address where the student will reside after admission.

Student's Information

Name

 Name (in katakana) Optional
 Name (in english) Optional
 Zip Code Search for an address using a postal code

Prefecture/Province ▼

City/Municipality

Street Address

Building Name and Room Number Optional

Email address
 Email address2

Phone number
 0985-xx-xxxx

Employment Status Code
 ▼ (Please select the appropriate option from the dropdown menu to indicate whether you are a member of society. *Note: Options 01 and 02 exclude student part-time workers.)

Permanent Address

Guardian's Information

Name

Name (in katakana) Optional

Relationship to the student ▼

Zip Code Search for an address using a postal code

Prefecture/Province ▼

City/Municipality

Street Address

Building Name and Room Number Optional

Phone Number (Home/Mobile)

Emergency contact
 (Enter a phone number where you can be reached during the day.)

Register

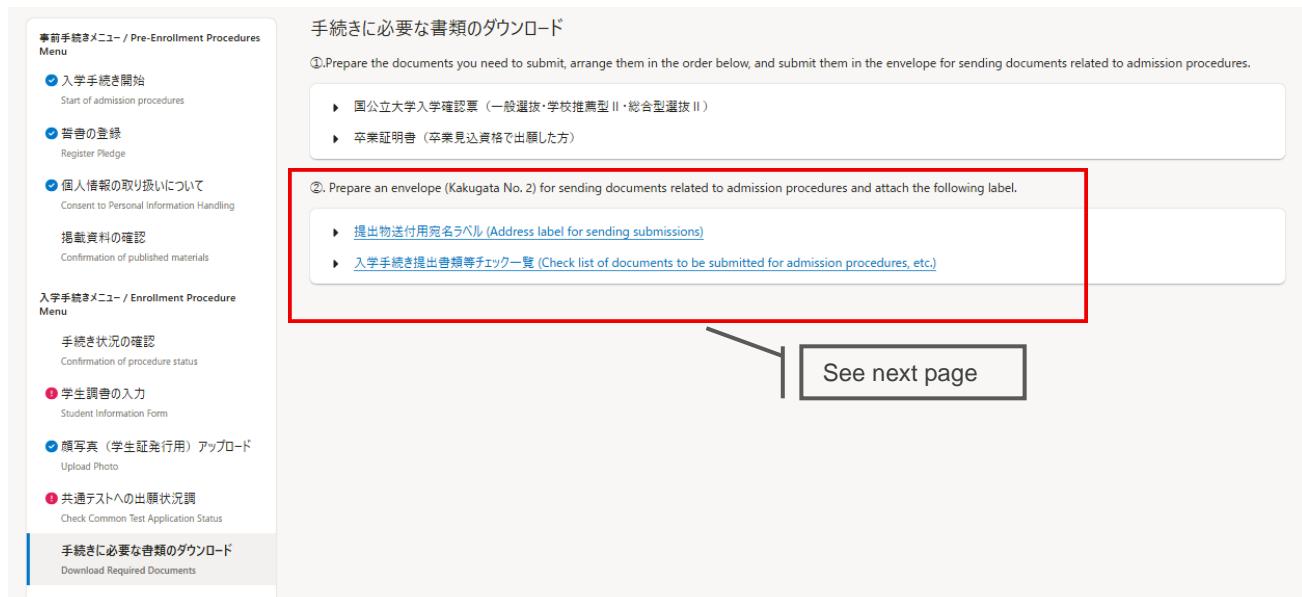
4.5. Download Documents Required for the Procedures (6)

Confirm the documents required for enrollment procedures.

The required documents vary depending on factors such as whether the Common Test is imposed, whether the applicant is a prospective graduate or a previous graduate, and whether the student is an internal transfer student. Please be sure to confirm these details and proceed accordingly.

Clicking the text link will allow you to download various PDF files.

- ① As these documents are required for submission, please enclose them in the "Envelope for Sending Enrollment Procedures Documents" noted below and submit them.
- ② Please prepare an envelope for sending enrollment procedures documents (rectangular No. 2) for sending enrollment procedures documents. Affix the "Submission Address Label" and mail it after confirming that all required documents are included using the "Submission Documents Checklist File".



事前手続きメニュー / Pre-Enrollment Procedures Menu

① 手続きに必要な書類のダウンロード

② Prepare the documents you need to submit, arrange them in the order below, and submit them in the envelope for sending documents related to admission procedures.

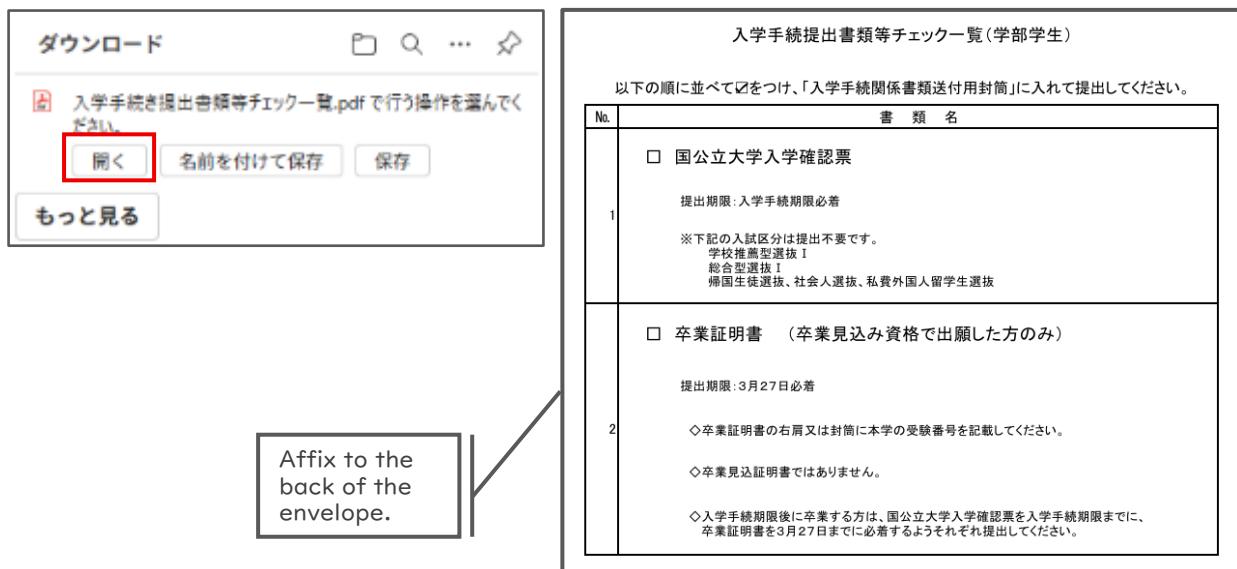
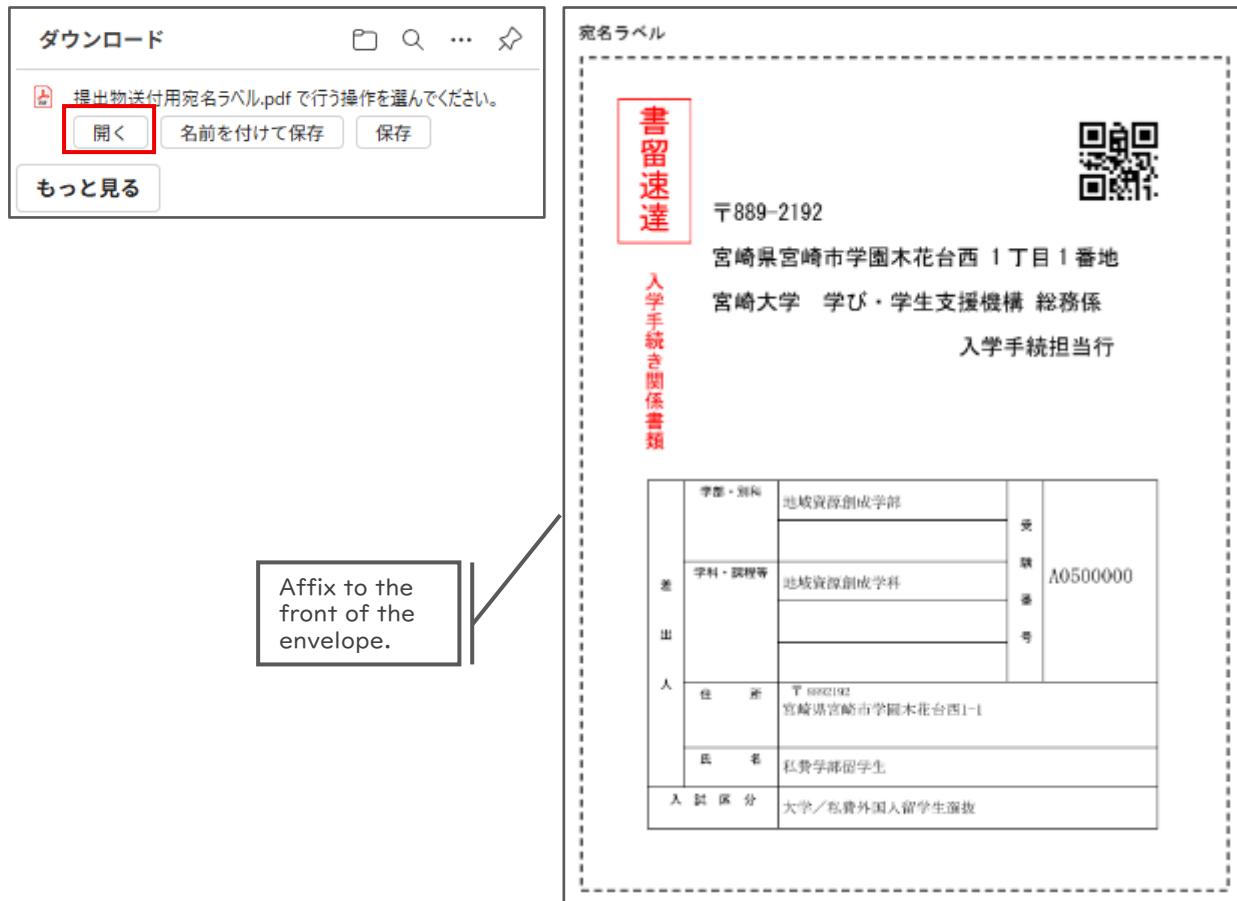
- ▶ 国公立大学入学認証票（一般選抜・学校推薦型II・総合型選抜II）
- ▶ 卒業証明書（卒業見込資格で出願した方）

③ Prepare an envelope (Kakugata No. 2) for sending documents related to admission procedures and attach the following label.

- ▶ 提出物送付用宛名ラベル (Address label for sending submissions)
- ▶ 入学手続き提出書類等チェック一覧 (Check list of documents to be submitted for admission procedures, etc.)

See next page

Reference: Label, etc., for envelope for sending enrollment procedures documents



5. Payment Menu

(Note)For privately funded international students, the screens related to "Enrollment Fee Payment Procedures" and "Tuition Fee Payment Procedures" on pages 24 to 35 of this manual will not be displayed. Please wait without making any payment until you receive further instructions from the university.

Information for paying the enrollment fee is registered when successful applicants carry out the enrollment procedures.

5.1. Enrollment Fee Payment Procedures (7)

Register the procedures for paying the enrollment fee.

The choices "Application for Enrollment Fee Exemption and Deferment" and "Application for Deferment Only" will appear differently depending on the entrance examination schedule.

Please register the procedures for payment, exemption, or deferment of the enrollment fee according to the displayed content.

宮崎大学
Web入学手続きシステム

Language: English | 学部生卒業料込み | 共通試験登録

入学料納付の手続き 未完了

該当する番号を選んでください。
なお、2.「免除と徴収猶予を申請」または3.「徴収猶予のみ申請」を選択される方は、選択する前に、必ず下記URLの学部生の免除申請に関するマニュアルより、申請資格等を確認した上で選択してください。
[令和6年度\(2026年\)4月入学者対象「入学手続きシステム」免除申請マニュアル](#)

※日本学生支援機構 納付員学生採用候補者
大学選手前に「給付奨学生」を申請し、採用候補者となった方（第IV区分（私立薬工大）を除く）は2を選んでください。

1. 入学料を納付します
2. 入学料の免除と徴収猶予を申請します
(給付奨学生、又は奨学生)
3. 入学料の徴収猶予のみ申請します

支払い方法 選択してください

入学料	262,000円
払込手数料	0円
支払金額（合計）	262,000円
支払状況	未払 未払手数料未選択

How to register each item is on the next page and after

Enrollment Fee Payment Procedures 1: Paying the Enrollment Fee

Those paying the enrollment fee should select "I am paying the enrollment fee" and choose a payment method.

Please note that payment fees vary depending on the payment method.

Click "Proceed to Payment" to complete the payment procedures.

1. 入学料を納付します

2. 入学料の免除と微収猶予を申請します
(給付型学生枠、又は災害枠)

3. 入学料の微収猶予のみ申請します

支払い方法 選択してください

入学料	282,000円
払込手数料	0円
支払金額（合計）	282,000円

支払状況 未払い お支払いへ進む

Please select your payment method from the following options:
A Convenience store payment
B Pay-easy payment
C Credit card payment

登録

支払い方法 コンビニ払い

※セブンイレブンをご利用の方へ
支払期限が過ぎるまで、支払方法の変更はできません。
入学手続き期間の終了間近では、支払方法を選択できませんのでご注意ください。

入学料	282,000円
払込手数料	605円
支払金額（合計）	282,605円

支払状況 未払い お支払いへ進む

支払い方法 ペイジー払い

入学料	282,000円
払込手数料	550円
支払金額（合計）	282,550円

支払状況 未払い お支払いへ進む

支払い方法 クレジット払い

入学料	282,000円
払込手数料	4,032円
支払金額（合計）	286,032円

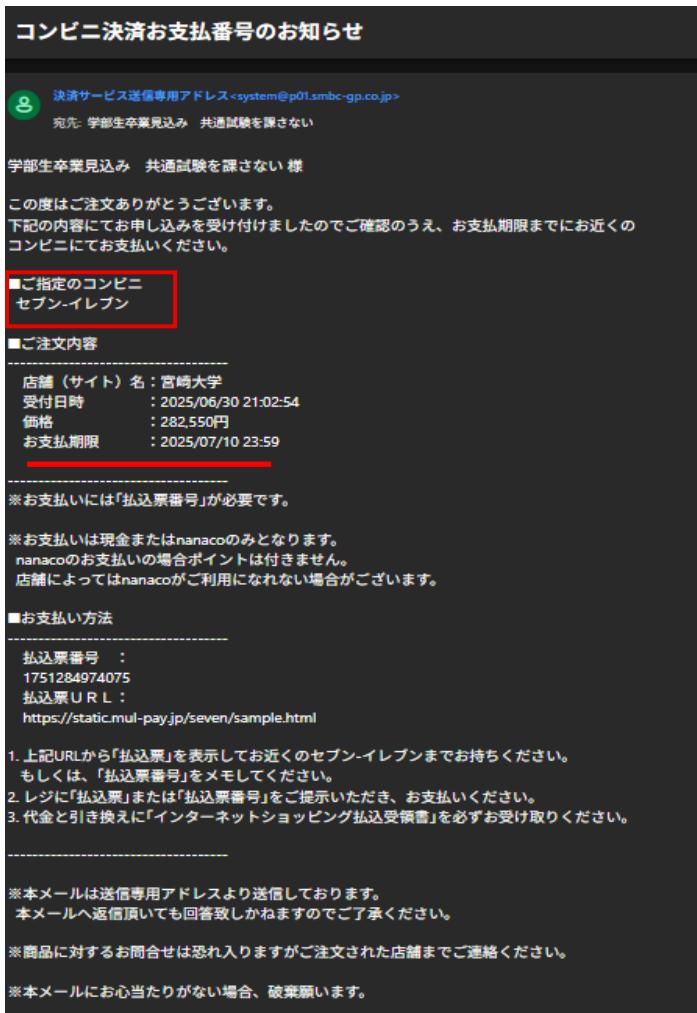
支払状況 未払い お支払いへ進む

A. Convenience store payment

After selecting the convenience store where you will pay the enrollment fee via "Convenience store payment", enter your name, furigana (phonetic spelling), phone number, and e-mail address.

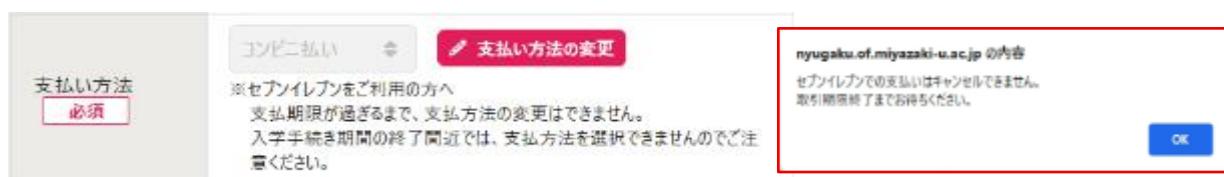
Once registration is complete, you will receive an e-mail notification titled "Convenience Store Payment Number Notification".

Please complete payment by the due date following the payment method instructions in the e-mail .



You can change your payment method until payment is completed.

However, for **7-Eleven**, you cannot change the payment method until the "**Payment Due Date**" has passed. Please pay attention to this.



B. Pay-easy payment

After selecting "Pay-easy payment", enter your name, furigana (phonetic spelling), phone number, and e-mail address.

Once registration is complete, you will receive an e-mail notification titled "Pay-easy Payment Number Notification".

Please complete payment by the due date following the payment method instructions in the e-mail.

Pay-easy決済お支払番号のお知らせ

決済サービス連携専用アドレス<system@p01.temic-sp.jp>

件名: 学部生卒業 共通試験を譲らない

学部生卒業 共通試験を譲らない様

この度はご購入ありがとうございます。
下記の内容にてお申込みを受け付けましたので確認の上、お支払期限までに銀行ATM
またはネットバンキングにてお支払ください。

■ご注文内容

店舗（サイト）名：宮崎大学
受付日時：2025/06/30 21:09:08
価格：282,500円
お支払期限：2025/07/10

■お支払い可能な金融機関（銀行ATMでお支払の場合）

以下のURLにてご確認頂けます。
http://www.econtext.jp/bank_list/list.html

※金融機関により手数料が発生する場合がございます。詳しくはお取引の金融機関にお問合せください。
※法令改正のため、2007年1月4日より、銀行ATMから10万円を超える現金の振込はできなくなりました。

■支払方法は下記をご覧ください。

<<お支払い方法 銀行ATMの場合>>

※お支払いの際、収納機関番号、お客様番号、確認番号が必要です。
メモを取りか、このページを印刷してお持ちください。

収納機関番号：
58091
お客様番号：
EC181575550
確認番号：
468552

1. 上記の金融機関のATMで、「税金・料金払込み」を選択してください。
2. 収納機関番号を入力し、「確認」を選択してください。
3. お客様番号を入力し、「確認」を選択してください。
4. 確認番号を入力し、「確認」を選択してください。
5. 要示される内容を確認のうえ、「確認」を選択してください。
6. 「現金」または「キャッシュカード」を選択し、お支払ください。
7. ご利用明細表を必ずお受け取りください。

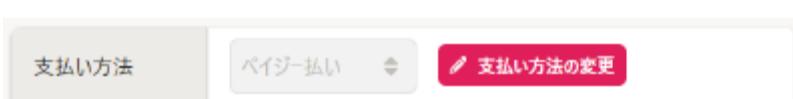
<<お支払い方法 ネットバンキングの場合>>

※金融機関にあらかじめ口座をお持ちの場合のみご利用いただけます。
※お支払いの際、収納機関番号、お客様番号、確認番号が必要です。

収納機関番号：
58091
お客様番号：
EC181575550
確認番号：
468552

1. ご利用の金融機関の窓内に従って、ペイジーでのお支払いにお進みください。
2. 収納機関番号、お客様番号、確認番号を入力してください。
3. お支払い内容を確認のうえ、料金をお支払ください。

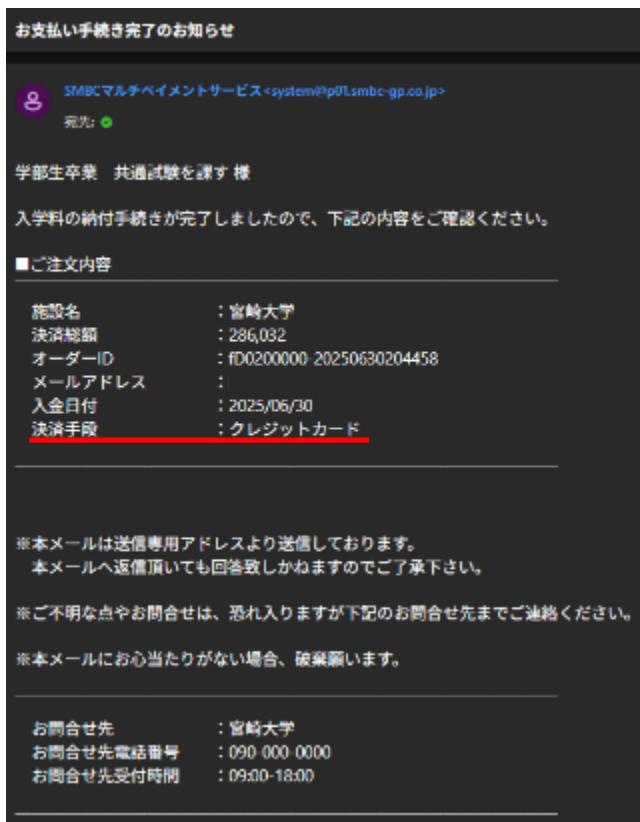
You can change your payment method until payment is completed.



C. Credit Card

Select "Credit Card Payment", then enter your credit card number, expiration month, expiration year, cardholder name, and security code.

Once payment is complete, you will receive an e-mail notification titled "Payment Completion Notification".



After completing payment on the payment service site and clicking "Return to Site", you will return to the "Enrollment Fee Payment Procedures" screen of this system.

When you click the "Payment has been completed" message, the procedure will be completed.



Enrollment Fee Payment Procedures 2: Applying for Enrollment Fee Exemption and Deferment

To apply for enrollment fee exemption and deferment, select "Apply for Enrollment Fee Exemption and Deferment" and click "Register".

1. 入学料を納付します

2. 入学料の免除と徴収猶予を申請します
(給付奨学生枠、又は災害枠)

3. 入学料の徴収猶予のみ申請します

支払い方法	選択してください
入学料	282,000円
払入手数料	0円
支払金額（合計）	282,000円
支払状況	未払い

更新

A:Undergraduate Student Display

B:Graduate Student Display

1. 入学料を納付します

2. 入学料の免除と徴収猶予を申請します
(給付奨学生枠、又は災害枠)

3. 入学料の徴収猶予のみ申請します

1. 入学料を納付します

2. 入学料の免除と徴収猶予を申請します
(一般枠、又は災害枠)

Click "Register" to display the "Eligibility for Application for Enrollment Fee Exemption, Enrollment Fee Deferment, Tuition Fee Exemption" menu. Select the applicable eligibility category and click "Register".

The displayed content for [Eligibility] varies depending on the entrance examination schedule and the successful applicant.

Based on the displayed content, undergraduate students should register for the applicable category under [Eligibility]: either Grant Scholarship Category ① or ②, or Disaster Relief Special Category. For Grant Scholarship Category ①, please also register the required submission files.

Graduate students should register for the applicable category under [Eligibility]: either the General Category or the Disaster Special Category.

A: Undergraduate Students



The screenshot shows the Kyushu University Web Admission System interface. The main content is the application for enrollment procedures and tuition fee exemption. The left sidebar lists various menu items, and the right panel shows the application form with several sections and checkboxes. A red box highlights the 'Enrollment Procedures and Tuition Fee Exemption Application' section, and a blue box highlights the 'Application' button.

【申請資格】
 (給付奨学生枠 : 入学料免除・入学科微収猶予・授業料免除全て申請)
 ▼ ①令和8年度日本学生支援機構「給付奨学生」枠に「候補者決定」の記載がある方
 ※「第IV区分（私立理工農）」を除く。

授業料等負担が困難として申請する
 多子世帯として申請する
 ■ ファイルを選択
 (PDF・JPEG・PG形式がアップロード可能です)

▼ ②大学入学後4月に令和8年度日本学生支援機構の給付奨学生（高等教育の修学支援制度）申請予定者
 申請予定の方は、下記より必ず申込資格等をご確認ください。
[給付奨学生 申込資格等について](#)

※多子世帯の授業料等削減化を希望する方は多子世帯または両方に応じて申請可。
 ※多子世帯とは生計維持者の扶養するお子様が3人以上の世帯です。

授業料等負担が困難として申請する
 多子世帯として申請する

【申請資格】
 (災害特別枠 : 入学料免除・入学科微収猶予・授業料免除全て申請)
 ▼ 大学入学後4月に災害特別枠へ申請予定の方
 主に震災災害により被災された学生を対象に、授業料等を免除する制度です。
[支援対象となる災害、支援対象者等の詳細は](#)こちら

申請する

世帯

B: Graduate Students

入学手続メニュー / Pre-enrollment Procedures Menu

① 入学手続手順
Start of admission procedures

② 証書の登録
Register Filing

③ 個人情報の取り扱いについて
Consent to Personal Information Handling

合規通知書のダウンロード
Download Acceptance Letter

掲載漏れの確認
Confirmation of published omission

手続き関係メニュー / Procedure Related Menu

手続き状況の確認
Confirmation of procedure status

① 学生情報の入力
Student Information Input

② 指写直（学生証発行用）アップロード
Upload Photo

手続きに必要な書類のダウンロード
Download Required Document

支払いメニュー / Payment Menu

① 入学料納付手続
Tuition Fee Payment Procedures

② 授業料納付手続
Tuition Payment Procedures

③ 学研費・学研税の手続
Procedures for Insurance for Students: "Gakken" and "Gakken"

その他メニュー / Other Menu

お知らせ
Notice

Language: English | 研究大学院修士・他大学卒業見込み

入学手続・入学料微収猶予・授業料免除の申請資格 [\[参照\]](#)

該当する申請資格を記してください。
一般枠、又は災害枠を申請される方は、大学入学後（内定者者は大学入学前3月）に申請書類一式を提出する必要があります。

【申請資格】
（一般枠：入学手続・入学料微収猶予・授業料免除全て申請）

▼ ①令和8年度入学料免除・入学料微収猶予及び新規授業料免除へ申請予定の者

次にいずれかに該当する者
①経済的理由により入学料・授業料の納付が困難であり、かつ学業優秀と認められる場合。
②入学前1年以内（令和8年4月から申請時までの間）において、本人が学資主として負担している者（以下、「学資負担者」という。）が死亡又は本人若しくは学資負担者が風水害等の災害を受けたことにより、入学料・授業料の納付が著しく困難な場合。

入学料は全額又は半額、授業料は全額又は一部（2.0万円又は1.0万円）が免除されます。
※全額免除は申請者数によっては実施されません。
※入学料微収猶予が許可された場合、猶予は令和8年9月末まで猶予されます。

申請する

【申請資格】
（災害特別枠：入学手続・入学料微収猶予・授業料免除全て申請）

▼ 大学院進学後4月に災害特別枠へ申請予定の者

主に豪雨災害により被災された学生を対象に、授業料等を免除する制度です。
[主対象となる災害・主対象者等の詳細は](#)こちら

申請する

[申請](#)

Enrollment Fee Payment Procedures 3: Applying for Deferral of Enrollment Fee Deferment Only (Undergraduate Students Only)

To apply for enrollment fee deferment only, select "Apply for Enrollment Fee Deferment Only" and click "Register".

○ 1. 入学料を納付します

○ 2. 入学料の免除と微収猶予を申請します
(給付基学生枠、又は災害枠)

● 3. 入学料の微収猶予のみ申請します

支払い方法	選択してください
入学料	282,000円
払込手数料	0円
支払金額（合計）	282,000円
支払状況	未払い

更新

5.2. Tuition Payment Procedures (⑧)

Register for the tuition payment procedures.

Payment methods include "Online Application", "Cash or Bank Transfer", or "Account Transfer".

Note. Account transfer applies only to individuals who will proceed to graduate school

宮崎大学
University of Miyazaki

Web入学手続きシステム

Language 推薦 講さない見込 Faculty of Agriculture

授業料納付の手続き 未完了

Please review the following information and proceed with the payment of tuition fees.

About Tuition Payment Procedures

After enrollment, tuition fees will be paid through a direct debit system, where the specified amount will be automatically deducted from the bank account of your choice, either your own or your guardian's, at any bank or Japan Post Bank nationwide. Therefore, please review the points to note, fill in the required information, and proceed with the account transfer procedure as outlined below. Please carry out the procedure regardless of whether or not the tuition exemption application has been made. For those applying for tuition fee exemption, the amount due will be deducted from the designated account via direct debit after the exemption results are determined. Payment methods other than direct debit will be announced on the common bulletin boards and websites of each faculty and graduate school after enrollment, so please be sure to check them.

Important Notes

Tuition Direct Debit Procedures

Online Application A

If you wish to apply online, please register your account information using the "Proceed to the Miyazaki University Web Direct Debit Registration Service" below. Please note that simply selecting "Online Application" and pressing the update button does not complete the account registration. Be sure to proceed with the account registration process.

Cash or Bank Transfer (For those who do not complete the direct debit procedure) B

In the case of a bank transfer, the transfer fee will be borne by the sender. If you change to an online application after selecting the above, please follow the latest procedure, and we will process the tuition direct debit.

Proceed to the Miyazaki University Web Direct Debit Registration Service

Register

質問がある時は
僕をクリック!
もうくん
チャットボット

授業料納付の手続き ⑧

入学手続き開始
Start of admission procedures

誓書の登録
Register Pledge

個人情報の取り扱いについて
Consent to Personal Information Handling

入学手続きメニュー / Enrollment Procedure Menu

手続き状況の確認
Confirmation of procedure status

共通テストへの出願状況調
Check Common Test Application Status

手続きに必要な書類のダウンロード
Download Required Documents

支払いメニュー / Payment Menu

入学料納付の手続き
Enrollment Fee Payment Procedures

入学料免除・入学料徴収猶予・授業料免除の申請資格
Procedures for Enrollment and Tuition Fee Exemption or Deferment

授業料納付の手続き ⑧

学研祭・学研祭の手続き
Procedures for Insurance for Students "Gakkensai" and "Gakkensai"

その他メニュー / Other Menu

お知らせ
Notice

パスワードの変更
Change Password

A. For Web Applications

Register your bank account information for tuition payment via the University of Miyazaki Web Bank Transfer Service.

However, simply selecting "Online Application" and clicking "Register" does not complete the account registration. Be sure to complete the account registration procedures.

Tuition Direct Debit Procedures

Online Application

※If you wish to apply online, please register your account information using the "Proceed to the Miyazaki University Web Direct Debit Registration Service" below.

Please note that simply selecting "Online Application" and pressing the update button does not complete the account registration.

Be sure to proceed with the account registration process.

Cash or Bank Transfer(For those who do not complete the direct debit procedure)

※In the case of a bank transfer, the transfer fee will be borne by the sender.

If you change to an online application after selecting the above, please follow the latest procedure, and we will process the tuition direct debit.

Proceed to the Miyazaki University Web Direct Debit Registration Service

Before clicking "Register", please register.

B. Cash or Bank Transfer

Select "Cash or Bank Transfer" and click "Register".

Please note that for bank transfers, the transfer fee will be borne by the sender.

Tuition Direct Debit Procedures

Online Application

※If you wish to apply online, please register your account information using the "Proceed to the Miyazaki University Web Direct Debit Registration Service" below.

Please note that simply selecting "Online Application" and pressing the update button does not complete the account registration.

Be sure to proceed with the account registration process.

Cash or Bank Transfer(For those who do not complete the direct debit procedure)

※In the case of a bank transfer, the transfer fee will be borne by the sender.

If you change to an online application after selecting the above, please follow the latest procedure, and we will process the tuition direct debit.

Proceed to the Miyazaki University Web Direct Debit Registration Service

C. Account Transfer (For Those Advancing to Graduate School Only)

Students advancing from an undergraduate program at this university to a graduate program (master's or doctoral) at this university, or from a graduate program (master's) at this university to a graduate program (doctoral) at this university, may transfer their tuition payment account.

Select "I wish to transfer my account" and click "Register".

<Those who continue to our graduate school (master's and doctoral programs) from our university>

You can continue to use the bank account registered at the time of your undergraduate/master's program enrollment for direct debit.

For those who wish to transfer their account, please check the box below to complete the procedure.

Bank Account Transfer Procedure

I wish to transfer my account.

※As a general rule, dormitory fees will be debited from the same account as the tuition fees.

※For those who have requested to transfer their account and have also applied online, we will register the account applied for online.

5.3. Procedures for Gakkensai/Gakkenbai Insurance (⑨)

Register whether you have enrolled in Personal Accident Insurance for Students (Gakkensai) and liability Insurance for Students (Gakkenbai) or Liability Insurance for Medical Students Pursuing Study and Research (Igakubai).

学研災・学研賠の手続き 未完了

Please check the following and select whether you are enrolled in "Gakkensai" and "Gakkenbai" / "Igakubai".

▼ About "Gakkensai" and "Gakkenbai" / "Igakubai"

In order for students to lead their university life with peace of mind, it is necessary for them to be prepared for any accidents that may occur. During your studies, you will participate in various educational and research activities, including experiments and practical training both on and off campus, as well as off-campus internships. To participate in these activities, you must be enrolled in both "Accident Insurance" and "Liability Insurance".

"GAKKENSAI Accident Insurance ('Gakkensai')" and "GAKKENSAI Liability Insurance ('Gakkenbai' / 'Igakubai')", a nationwide unified compensation system that can be purchased at relatively low premiums. Enrollment requirements vary by faculty and graduate school, so please be sure to check the website of "Information on Student Insurance" below before proceeding with your application.

※ All students in the Faculty of Education and the Graduate School of Agriculture and Engineering are required to enroll.

《Important Notes》

You cannot enroll in "Gakkenbai" / "Igakubai" (Liability Insurance) alone. If you wish to enroll in "Gakkensai" (Injury Insurance) on this screen, you must select "Use 'Gakkenbai' / 'Igakubai'" to enroll in both insurances.

○ Information on Student Insurance
[本学サイト：学研災・学研賠/医学賠の加入手続きについて](#)

○ Overview and Coverage Details of "Gakkensai" and "Gakkenbai" / "Igakubai"
[本学サイト：学研災・学研賠_医学賠の種類について](#)

[本学サイト：学研災・学研賠_医学賠の概要](#)

Please select from the following options for insurance enrollment.

Enroll in "Gakkensai" and "Gakkenbai" / "Igakubai"

Not enrolled in "Gakkensai" and "Gakkenbai" / "Igakubai"

Not enrolled in "Gakkensai" and "Gakkenbai" / "Igakubai", but will be covered by other insurance

From top to bottom: A, B, C

Faculty/Department	Course of Animal and Plant Biosciences, Department of Agriculture, Faculty of Agriculture	
Insurance Period	4 years	
"Gakkensai" and "Igakubai" Required	Enroll Gakkenbai	
Payment Methods Required	Please Select	
"Gakkensai" Premium	3,300Yen	
"Gakkenbai" and "Igakubai" Premium	1,360Yen	
Administration Fee	0Yen	
Amount paid (Total)	4,660Yen	
Payment Status	Unpaid	Proceed to payment

Register

A. Enroll in Gakkensai and Gakkenbai or Igakubai

Those enrolling in the Gakkensai and Gakkenbai or Igakubai should select "Enroll in "Gakkensai" and "Gakkenbai" / "Igakubai", then choose whether to use the Gakkenbai or Igakubai and select a payment method.

Please note that payment fees vary depending on the payment method.

After clicking "Proceed to Payment", complete the payment procedures and then click "Register".

For the "Proceed to Payment" procedures, please refer to "5.1 Enrollment Fee Payment Procedures"

Please select from the following options for insurance enrollment.

Enroll in "Gakkensai" and "Gakkenbai" / "Igakubai"

Not enrolled in "Gakkensai" and "Gakkenbai" / "Igakubai"

Not enrolled in "Gakkensai" and "Gakkenbai" / "Igakubai", but will be covered by other insurance

Faculty/Department	Course of Animal and Plant Biosciences, Department of Agriculture, Faculty of Agriculture
Insurance Period	4years
"Gakkenbai" and "Igakubai" Required	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Enroll Gakkenbai <div style="float: right;">▼</div> </div>
Payment Methods Required	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Please Select <div style="float: right;">▼</div> </div>
"Gakkensai" Premium	3,300Yen
"Gakkenbai" and "Igakubai" Premium	1,360Yen
Administration Fee	0Yen
Amount paid (Total)	4,660Yen
Payment Status	<div style="display: flex; align-items: center;"> Unpaid Proceed to payment </div>

Payment Methods Required	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Convenience Store Payment <div style="float: right;">▼</div> </div> <p style="font-size: small; margin-top: 2px;">※セブンイレブンをご利用の方へ 支払期限が過ぎるまで、支払方法の変更はできません。 入学手続き期間の終了間近では、支払方法を選択できませんのでご注意ください。</p>
"Gakkensai" Premium	3,300Yen
"Gakkenbai" and "Igakubai" Premium	1,360Yen
Administration Fee	220Yen
Amount paid (Total)	4,880Yen

Pay-easy Payment	Credit Card Payment
3,300Yen	3,300Yen
1,360Yen	1,360Yen
220Yen	66Yen
4,880Yen	4,726Yen

*See "5.1 Enrollment Fee Payment Procedures"

After completing payment on the payment service site and clicking "Return to Site", you will return to the "Gakkensai/Gakkenbai" screen of this system.

When you click the "Payment has been completed" message, the procedure will be completed.



B. Will Not Enroll in Gakkensai/Gakkenbai or Igakubai

Those who will not enroll in the Gakkensai/Gakkenbai or Igakubai should select "Not enrolled in "Gakkensai" and "Gakkenbai" / "Igakubai"" and click "Register".

Please select from the following options for insurance enrollment.

- Enroll in "Gakkensai" and "Gakkenbai" / "Igakubai"
- Not enrolled in "Gakkensai" and "Gakkenbai" / "Igakubai"
- Not enrolled in "Gakkensai" and "Gakkenbai" / "Igakubai", but will be covered by other insurance

*Insurance is mandatory for all students, so please be sure to check the Enrollment Procedures Guide.

C. Will Not Enroll in Gakkensai/Gakkenbai or Igakubai, but Covered by Other Insurance

Those who will not enroll in Gakkensai/Gakkenbai or Igakubai but will be covered by other insurance, please select "Not enrolled in "Gakkensai" and "Gakkenbai" / "Igakubai", but will be covered by other insurance".

Upload the insurance company name, insurance type name, and insurance certificate, then click "Register".

Please select from the following options for insurance enrollment.

- Enroll in "Gakkensai" and "Gakkenbai" / "Igakubai"
- Not enrolled in "Gakkensai" and "Gakkenbai" / "Igakubai"
- Not enrolled in "Gakkensai" and "Gakkenbai" / "Igakubai", but will be covered by other insurance

Insurance company name Required	ABC保険会社
Insurance type Required	学研災付高学生保険
Upload your insurance policy Required	<input type="button" value="Choose File"/> <small>(PDF, JPEG/JPG formats can be uploaded.)</small>

The file formats are PDF and JPEG.

Please select the target file from "Select File".

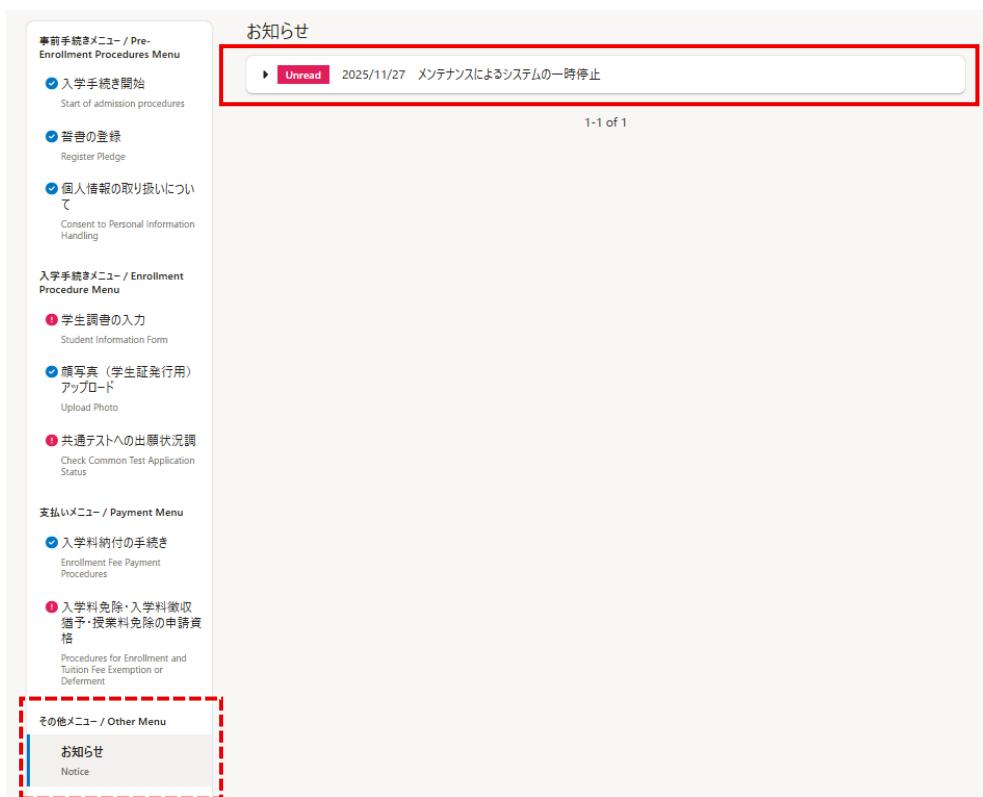
6. Other Menus

These display other information required for successful applicants to complete enrollment procedures.

6.1. Notices

This displays notification information for successful applicants after login.

When you check the notification information, the icon changes from "Unread" to "Read".



Notifications for all successful applicants will also be displayed on the login screen.



6.2. Change Password

Change the password you use to log in.

Enter your new password and confirm it by re-entering it, then click "Update".

宮崎大学 Web入学手続きシステム

Language: English | 推薦 講義見込, Faculty of Agriculture

事前手続きメニュー / Pre-Enrollment Procedures Menu

- 入学手続き開始 Start of admission procedures
- 誓書の登録 Register Pledge
- 個人情報の取り扱いについて Consent to Personal Information Handling

入学手続きメニュー / Enrollment Procedure Menu

- 学生調査の入力 Student Information Form
- 顔写真 (学生証発行用) Upload Photo
- 共通テストへの出願状況調査 Check Common Test Application Status

支払いメニュー / Payment Menu

- 入学料納付の手続き Enrollment Fee Payment Procedures
- 入学科免除・入学科微収猶予・授業料免除の申請資格 Procedures for Enrollment and Tuition Fee Exemption or Deferral

その他メニュー / Other Menu

- お知らせ Notice

パスワードの変更

Your password must meet the following criteria

Passwords must contain at least one uppercase letter, one lowercase letter, one number, and one special characters. Passwords must be between 8 and 64 characters long.

New Password

New password (re-enter)

Update

パスワードの変更

Change Password

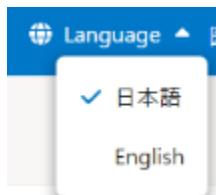


7. Header Menu

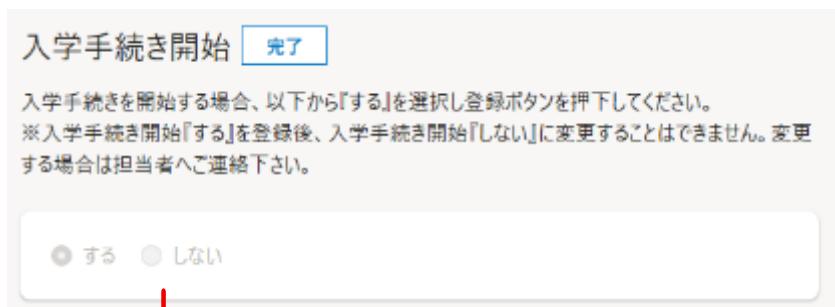
This operates the header section of this system.

7.1. Switch Language

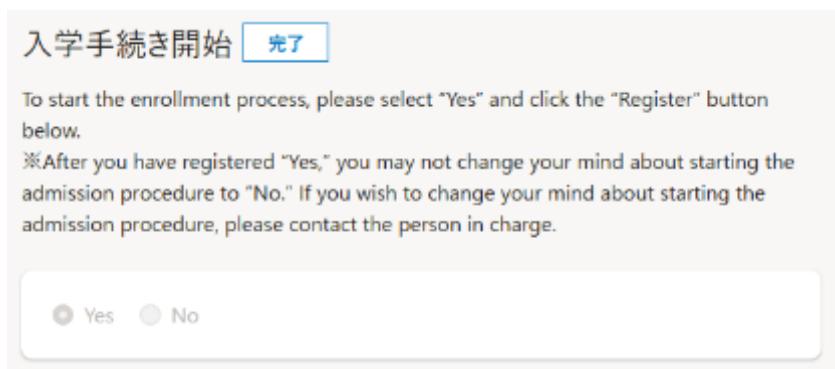
You can switch between Japanese and English in "Language".



Japanese



English



7.2. Log Out

Select the name in the upper-right corner of the header section, then choose "Log Out" to log



out.

Contact for inquiries regarding this manual

Organization for Learning and Student Development
General Affairs Section, University of Miyazaki,

TEL: 0985-58-7427

e-mail Address: gakusomu@of.miyazaki-u.ac.jp

(After January 2026: gakusomu@miyazaki-u.ac.jp)

Reception Hours: Weekdays 9:00 a.m. to 5:00 p.m.