



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.

Organization for Learning and Student Development

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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)

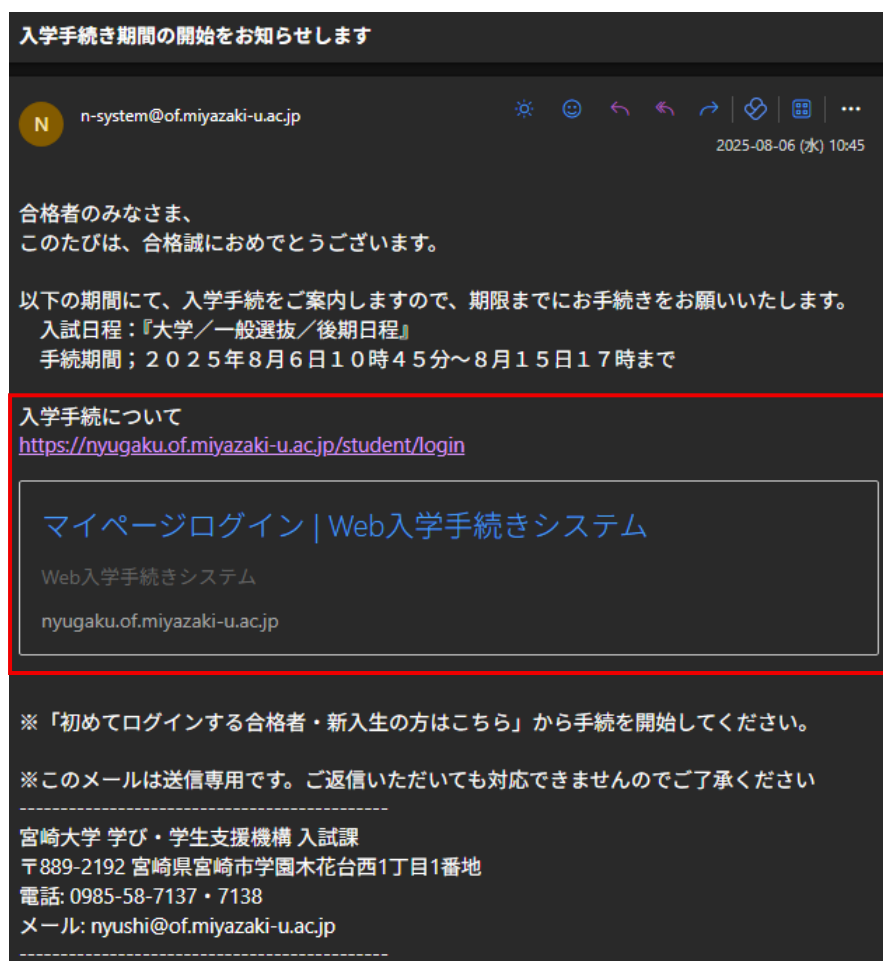
2. My Page Login

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.



入学手続き期間の開始をお知らせします

N n-system@of.miyazaki-u.ac.jp 2025-08-06 (水) 10:45

合格者のみなさま、
このたびは、合格誠にありがとうございます。

以下の期間にて、入学手続きをご案内しますので、期限までにお手続きをお願いいたします。
入試日程：『大学／一般選抜／後期日程』
手続期間：2025年8月6日10時45分～8月15日17時まで

入学手続きについて
<https://nyugaku.of.miyazaki-u.ac.jp/student/login>

マイページログイン | Web入学手続きシステム

Web入学手続きシステム
nyugaku.of.miyazaki-u.ac.jp

※「初めてログインする合格者・新入生の方はこちら」から手続を開始してください。

※このメールは送信専用です。ご返信いただいても対応できませんのでご了承ください

宮崎大学 学び・学生支援機構 入試課
〒889-2192 宮崎県宮崎市学園木花台西1丁目1番地
電話: 0985-58-7137・7138
メール: nyushi@of.miyazaki-u.ac.jp

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.

The first screenshot shows the 'My Page Login' screen. It has fields for 'MID or Examination number' and 'Password', a 'Login' button, and a link 'First-time login for successful applicants and new students' highlighted with a red box. Below it is a link 'Forgot your password?'. A red arrow points from this link to the second screenshot.

The second screenshot shows the 'First login and Generate Password' screen. It has fields for 'Examination number' (A0000000) and 'Date of Birth' (2007/11/17), both highlighted with a red box. Below them is a 'Generate Password' button.

*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.

The first screenshot is an email titled 'ワンタイムパスワード発行 | 宮崎大学入学手続きシステム/One-time Password'. It is from 'n-system@mivazaki-u.ac.jp'. A red box highlights the text: 'あなたのワンタイムパスワード⇒06463789' and 'Your One-time=>06463789'. A red arrow points from this box to the second screenshot.

The second screenshot shows the 'One-Time Password' screen. It has a field for 'One-Time Password' containing '06463789', highlighted with a red box. Below it is a 'Next' button.

A red arrow points down from the 'Next' button to the third screenshot.

The third screenshot shows the 'Password Registration' screen. It has fields for 'New Password' and 'Confirm New Password', both highlighted with a red box. Below them is a 'Register' button, also highlighted with a red box.

↑ 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.

My Page Login

MID or Examination number

A0000000

Password

.....

Please log in again using the password you set yourself.

Login ▶

[First-time login for successful applicants and new students](#)

[Forgot your password?](#)

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".


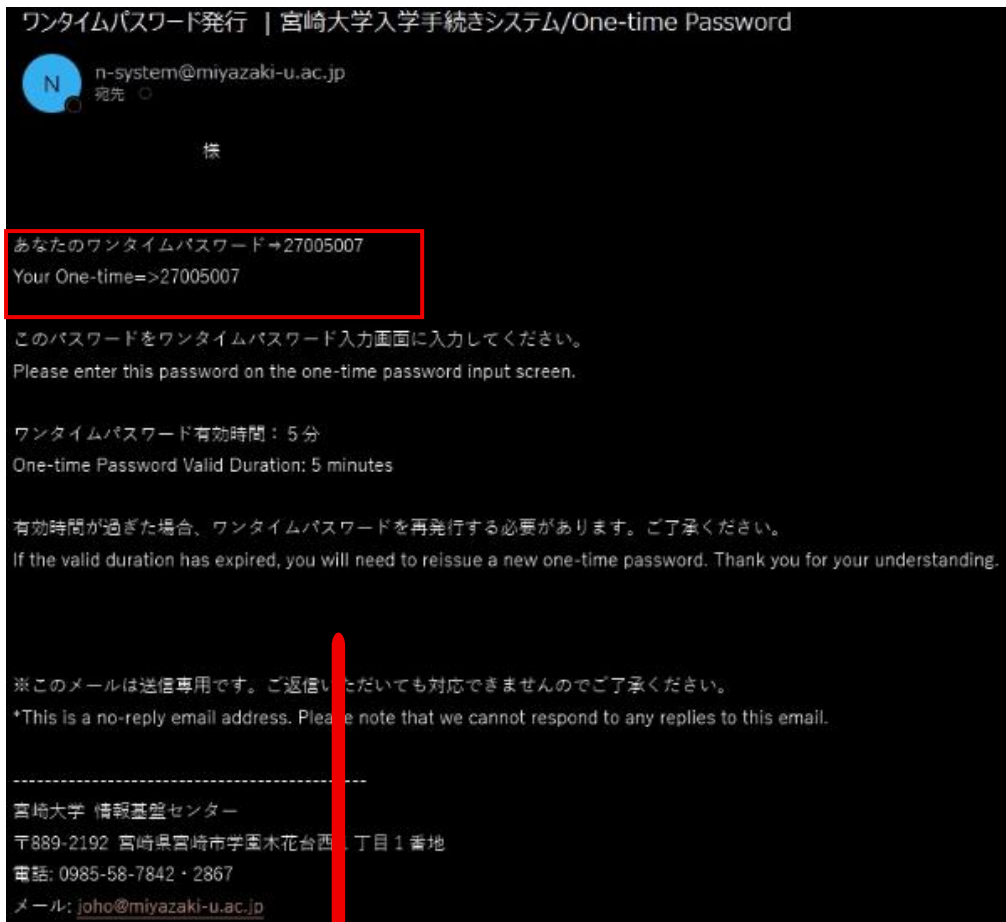
The diagram illustrates the process of password re-registration. It starts with the 'My Page Login' page, which has fields for 'MID or Examination number' and 'Password', a 'Login' button, and a link for 'Forgot your password?'. A red arrow points from the 'Forgot your password?' link to the 'Generate a One-Time Password' page. This page contains fields for 'Examination number' (A0000000), 'Last name' (宮崎), 'First name' (大学), and 'E-mail address' (daigaku_miyazaki@of.miyazaki-u.ac.jp), followed by a 'Generate a One-Time Password' button. Red boxes highlight the input fields and the button on the second page.

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

Update

Can be changed after registering

3.2. Register pledge

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

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
- ① 誓書の登録 Register Pledge**
- ② 個人情報の取り扱いについて Consent to Personal Information Handling

その他メニュー / Other Menu

お知らせ Notice

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

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

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**
- その他メニュー / Other Menu
- お知らせ Notice

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.



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 |



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

- ① 学生調査の入力
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
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・学研給の手続き
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

Please check the status of admission procedures and the submission status of various documents.

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

①: Page 15

②: Page 16

Intention to enroll

Register Pledge Registered

Consent to Personal Information Handling Registered

Procedural matters

Upload Photo Unregistered

Check Common Test Application Status Unregistered

Successful applicants of the School Recommendation-Based Selection I and Comprehensive Selection I, which do not require a common university entrance test, should submit it at the time of enrollment procedures.

Student Information Form Unregistered

Registration Deadline : Until the orientation.

Postal documents related

Admission Confirmation (National/Public University)

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.

Transcript Unnecessary

Graduation / completion certificate Unregistered

Submission Deadline : Until the freshman orientation
Please write your examination number on the right shoulder of your graduation certificate or on the envelope.

*This is not a certificate of expected graduation.

③: Page 17

④: Page 19

Payment related

Enrollment Fee Payment Procedure Registered

Procedures for Enrollment and Tuition Fee Exemption or Deferment Unregistered

For undergraduate students who have applied for and been selected as recipients of the Japan Student Services Organization's (JASSO) 'Grant-Type Scholarship' before entering university (excluding Category IV: Private Science, Engineering, and Agriculture), please select '2. Admission Fee Exemption and Deferment' regarding the payment of the admission fee.
For details, please refer to page 8 of the Enrollment Procedure Guide.

Contact: Student Support Division, Economic Support Section, Learning and Student Support Organization.

Tuition Payment Procedures Unregistered

⑧: Page 33

Procedures for Insurance for Students "Gakkensai" and "Gakkenbai" Optional

⑨: Page 36

⑤: Page 20

⑥: Page 22

- 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.	1) Agreement to the pledge 2) Agreement to the handling of personal information 3) The enrollment fee has been paid, or an application for exemption (or deferment) under ④ has been submitted. 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. 5) Photo registration → Must be marked as confirmed 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. 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
Completed	All the procedures required prior to enrollment have been completed.	1) <u>All seven items for completion of the major procedures</u> must be completed 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 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 4) Registration for joining Gakkenbai/Gakkensai insurance must be completed, and premium payments must be made if required

*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".

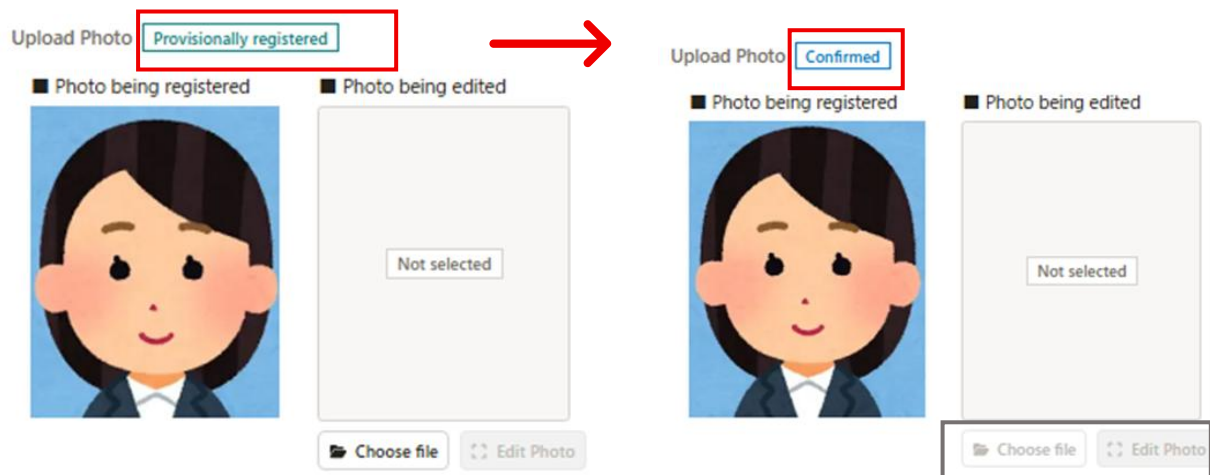
Once registration is complete, the screen will switch to "Common Test Application Status Check".

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

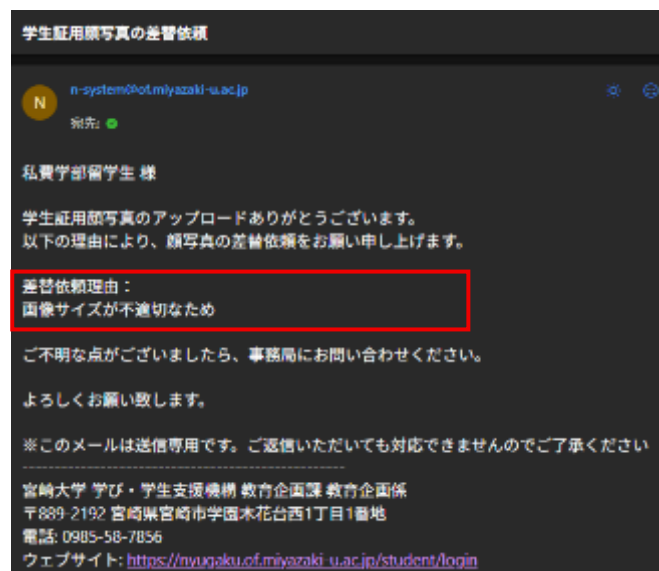
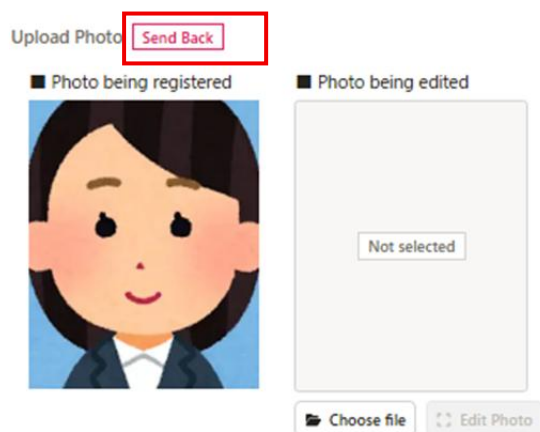
You can preview your student ID card image from the "Student ID Preview" section.

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".

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

**宮崎大学**
University of Miyazaki

Web入学手続きシステム

Language 検索 読まない見込 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
 - 学生調査の入力**
 - Student Information Form**
 - 写真・顔写真をアップロード
 - Upload Photo
 - 共通テストへの出願状況確認
 - 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・入学料徴収返還・授業料免除の申請資格確認
 - Procedures for Enrollment and Tuition Fee Exemption or Deferral
 - 授業料納付の手続き
 - Tuition Payment Procedures
 - 学研災・学研保の手続き
 - Procedures for Insurance for Students "Gakkenai" and "Gakkenbo"
- その他メニュー / Other Menu
 - お知らせ
 - Notice
 - パスワードの変更
 - Change Password

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 Back

Name

読まない見込

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

Phone number

Employment Status Code

Permanent Address

Guardian's Information Back

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

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".

The screenshot shows a web interface for pre-enrollment procedures. On the left is a sidebar menu with the following items:

- 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)
 - ① 学生調査の入力 (Student Information Form)
 - ② 顔写真 (学生証発行用) アップロード (Upload Photo)
 - ③ 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)

The main content area is titled "手続きに必要な書類のダウンロード" (Download Required Documents for Procedures). It contains two numbered instructions:

- ① 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.
 - ▶ 国公立大学入学確認票 (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)
- ② 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 \(Check list of documents to be submitted for admission procedures, etc.\)](#)

A red rectangular box highlights the second instruction and its associated links. A callout box with an arrow points to this box, containing the text "See next page".

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



Affix to the front of the envelope.

宛名ラベル

書留速達

〒889-2192
宮崎県宮崎市学園木花台西 1 丁目 1 番地
宮崎大学 学び・学生支援機構 総務係
入学手続担当行

入学手続き関係書類

差出人	学部・別称	地域資源創成学部	受領番号	A0500000
	学科・課程等	地域資源創成学科		
住所	〒8892192 宮崎県宮崎市学園木花台西1-1			
氏名	私費学部留学生			
入試区分	大学/私費外国入留学生選抜			



Affix to the back of the envelope.

入学手続き提出書類等チェック一覧(学部学生)

以下の順に並べて☑をつけ、「入学手続関係書類送付用封筒」に入れて提出してください。

No.	書 類 名
1	<input type="checkbox"/> 国公立大学入学確認票 提出期限:入学手続期限必着 ※下記の入試区分は提出不要です。 学校推薦型選抜 I 総合型選抜 I 帰国生徒選抜、社会人選抜、私費外国人留学生選抜
2	<input type="checkbox"/> 卒業証明書 (卒業見込み資格で出願した方のみ) 提出期限:3月27日必着 ◇卒業証明書の右肩又は封筒に本学の受験番号を記載してください。 ◇卒業見込証明書ではありません。 ◇入学手続期限後に卒業する方は、国公立大学入学確認票を入学手続期限までに、卒業証明書を3月27日までに必着するようそれぞれ提出してください。

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.

入学料納付の手続き

該当する番号を選んでください。
なお、2「免除と徴収の手続きを申請」または3「徴収の手続きのみ申請」を選択される方は、選択する前に、必ず下記URLの学術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登録してください。
[令和8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 給付奨学金採用候補者
大学進学前に「給付奨学金」を申請し、採用候補者となった方（難関区分（私立理工系）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の手続きを申請します
(給付奨学金申請、又は災害申請)
3. 入学料の徴収の手続きのみ申請します

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

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.

The interface shows the enrollment fee payment procedure. The first step is to select the payment method. The second step shows the payment details for each method.

Payment Method Selection:

- 1. 入学金を納付します (Selected)
- 2. 入学金の免除と徴収猶予を申請します (給付選学生枠、又は災害枠)
- 3. 入学金の徴収猶予のみ申請します

Payment Method Selection: 選択してください

Please select your payment method from the following options:

- A Convenience store payment
- B Pay-easy payment
- C Credit card payment

Payment Method A: Convenience store payment

支払い方法	コンビニ払い
入学金	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

Payment Method B: Pay-easy payment

支払い方法	ペイジー払い
入学金	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

Payment Method C: Credit card payment

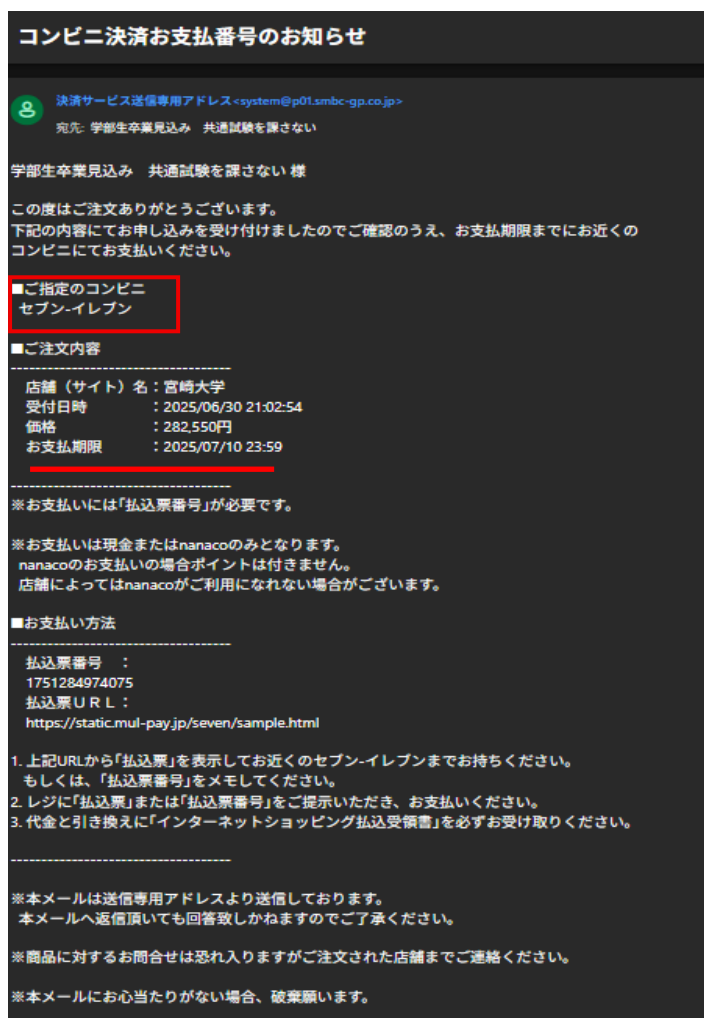
支払い方法	クレジット払い
入学金	282,000円
払込手数料	4,032円
支払金額 (合計)	286,032円
支払状況	未払い お支払いへ進む

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

決済サービス送信専用アドレス<system@j01.tanaka-qp.co.jp>
 宛先: 宇部生卒業 共通試験を願さない <tsunoda@tsunoda.co.jp>

宇部生卒業 共通試験を願さない様

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し込みを受け付けましたのでご確認の上、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。
https://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。
 メモを取るか、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：
EC18157550
 確認番号：
468552

1. 上記の金融機関のATMで、「現金・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. 表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、お支払いください。
7. ご利用明細書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：
EC18157550
 確認番号：
468552

1. ご利用の金融機関の案内に従って、ページ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、料金をお支払いください。

You can change your payment method until payment is completed.

支払い方法

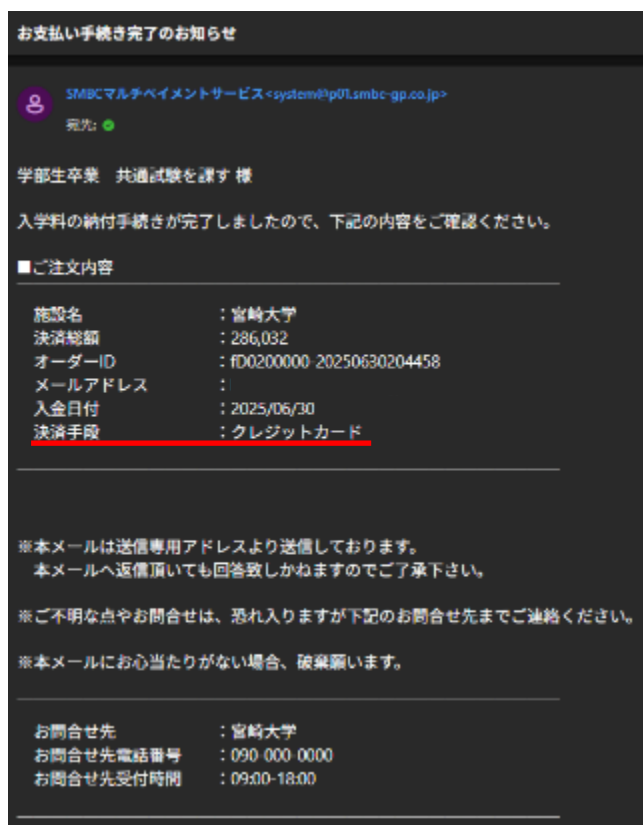
ページ払い

支払い方法の変更

C. Credit Card

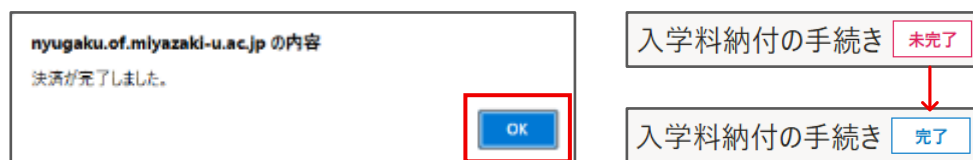
Select "Credit Card Payment", then enter your credit card number, expiration month, expiration year, cardholder name, and security code.

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".

A: Undergraduate Student Display

☐ 1. 入学金を納付します

☒ 2. 入学金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. 入学金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
入学金	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

Vocational Course Student Display

☒ 1. 入学金を納付します

☐ 2. 入学金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. 入学金の徴収猶予のみ申請します

B: Graduate Student Display

☒ 1. 入学金を納付します

☐ 2. 入学金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


Web入学手続システム

Language
農学部 学部生卒業
共通試験を済す

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

入学手続開始

Start of admission procedures

誓書の登録

Pledge Register

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

入学手続メニュー / Enrollment Procedure Menu

手続状況の確認

Confirmation of procedure status

学生調査の入力

Student Information Form

顔写真（学生証発行用）アップロード

Upload Photo

手続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

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 Deferral

授業料納付の手続き

Tuition Payment Procedures

学研災・学研給の手続き

Procedures for Insurance for Students "Gakkenai" and "Gakkenai"

その他メニュー / Other Menu

お知らせ

Notice

パスワードの変更

Change Password

入学料免除・入学料徴収猶予・授業料免除の申請資格

未完了

該当する申請資格に当てはめてください。

給付奨学生枠の①を選択された方は、大学等奨学生採用候補者決定通知【提出用】をアップロードしてください。

※原本は大学入学後に提出。

【申請資格】

(給付奨学生枠：入学料免除・入学料徴収猶予・授業料免除全て申請)

▼ ①令和8年度日本学生支援機構「給付奨学金」の採用候補者

「令和8年度大学等奨学生採用候補者決定通知」の「給付奨学金」欄に「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金（高等教育の修学支援新制度）申請予定者

申請予定者の方は、下記より必ず申込資格等をご確認ください。

[給付奨学金 申込資格等について](#)

※多子世帯の授業料等無償化を希望する方は多子世帯または両方に当てはめて申請可。

※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・入学料徴収猶予・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者

主に自然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

登録

30

31

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

The screenshot displays the Miyazaki University Web Enrollment Procedures Menu. The left sidebar contains three main sections: '事前手続きメニュー / Pre-Enrollment Procedures Menu' (with '入学手続き開始' selected), '入学手続きメニュー / Enrollment Procedure Menu' (with '手続き状況の確認' selected), and '支払いメニュー / Payment Menu' (with '入学料納付の手続き' selected). The main content area is titled '授業料納付の手続き' (Tuition Payment Procedures) and includes a '未完了' (Not Completed) status. It provides instructions on tuition payment via direct debit and lists two options: 'Online Application' (labeled A) and 'Cash or Bank Transfer' (labeled B). A red arrow points to the 'Proceed to the Miyazaki University Web Direct Debit Registration Service' button, and another red arrow points to the 'Register' button at the bottom.

宮崎大学 University of Miyazaki Web入学手続きシステム

Language ▼ 推薦 課さない見込, 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

- 手続き状況の確認 Confirmation of procedure status
- 共通テストへの出願状況 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 Tuition Payment Procedures
- 学研災・学研賠の手続き Procedures for Insurance for Students "Gakkensa" 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

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

※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

Register

東国があるから僕もクリックしよう! もうみんチャットボット

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/医学賠の概要について](#)

Please select from the following options for insurance enrollment.

☒ Enroll in "Gakkensai" and "Gakkenbai" / "Igakubai" From top to bottom: A, B, C

☐ 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"	Enroll Gakkenbai Required
Payment Methods	Please Select Required
"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	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

Payment Methods Required	Convenience Store Payment
※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。	
"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.

The screenshot shows a message box on the left with the text "nyugaku.of.miyazaki-u.ac.jp の内容" and "決済が完了しました." Below the message is a blue "OK" button. To the right is a progress bar with two steps. The first step, "学研災・学研賠の手続き", is marked "未完了" (Not completed). The second step, "学研災・学研賠の手続き", is marked "完了" (Completed). A red arrow points from the first step to the second.

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".

The screenshot shows a form titled "Please select from the following options for insurance enrollment." with three radio button options. The second option, "Not enrolled in "Gakkensai" and "Gakkenbai" / "Igakubai"", is selected and highlighted with a red box.

*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".

The screenshot shows a form titled "Please select from the following options for insurance enrollment." with three radio button options. The third option, "Not enrolled in "Gakkensai" and "Gakkenbai" / "Igakubai", but will be covered by other insurance", is selected and highlighted with a red box. Below the options are three required fields: "Insurance company name" (with "ABC保険会社" entered), "Insurance type" (with "学研災付帯学生保険" entered), and "Upload your insurance policy" (with a "Choose File" button highlighted by a red box). A note below the file upload field states "(PDF, JPEG/JPG formats can be uploaded.)".

The file formats are PDF and JPEG.

Please select the target file from "Select File".

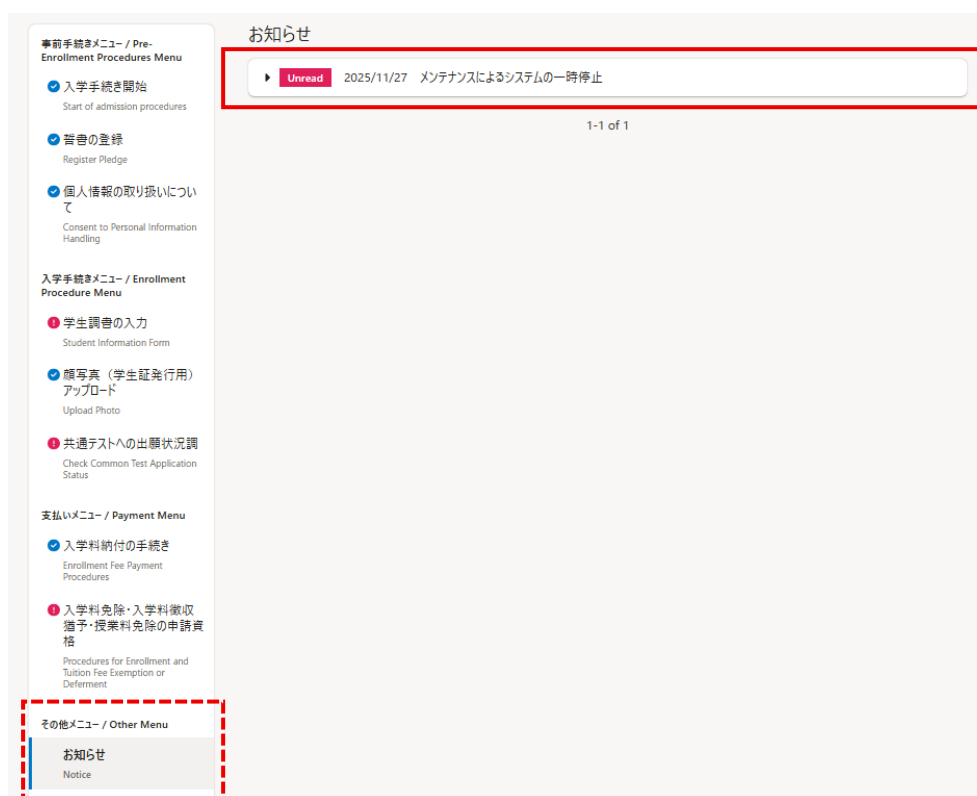
6. Other Menus

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
University of Miyazaki

Web入学手続きシステム

Language ▼ 推薦 課さない見込, 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）アップロード
Upload Photo
- 共通テストへの出願状況調
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

その他メニュー / Other Menu

- お知らせ
Notice
- パスワードの変更
Change Password

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.
Password must be between 8 and 64 characters long.

New Password

New password (re-enter)

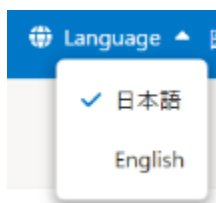
Update

7. Header Menu

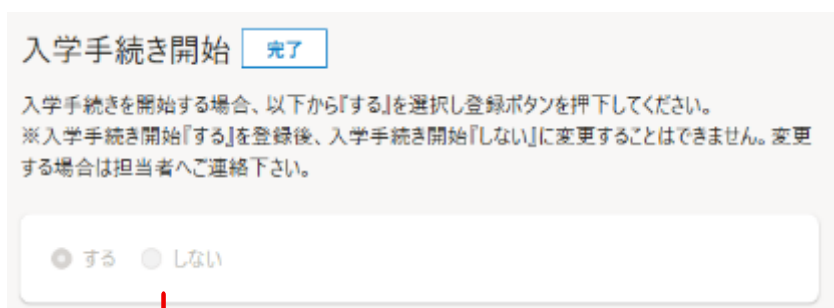
This operates the header section of this system.

7.1. Switch Language

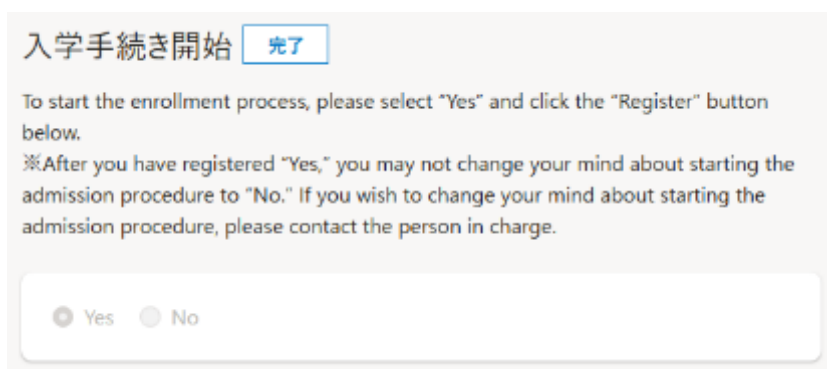
You can switch between Japanese and English in "Language".



Japanese

A screenshot of a Japanese web form titled '入学手続き開始' (Start Enrollment Procedure) with a '完了' (Completed) button. The text below the title reads: '入学手続きを開始する場合、以下から『する』を選択し登録ボタンを押下してください。 ※入学手続き開始『する』を登録後、入学手続き開始『しない』に変更することはできません。変更する場合は担当者へご連絡下さい。' (When starting the enrollment procedure, please select 'Do' from below and click the registration button. ※After registering 'Do', you cannot change to 'No'. If you want to change, please contact the person in charge.) Below the text are two radio buttons: 'する' (Do) and 'しない' (No). A red arrow points from the 'する' button down to the English version of the form.

English

A screenshot of an English web form titled '入学手続き開始' (Start Enrollment Procedure) with a '完了' (Completed) button. The text below the title reads: '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.' Below the text are two radio buttons: 'Yes' and 'No'. A red arrow points from the 'する' button in the Japanese version of the form down to this 'Yes' button.

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.