

# Doshisha University

## How to Use the School Fees Payment Site

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9. [Complete the payment.](#)
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11. [Start online banking \(for Pay-easy payment\).](#)
12. [Q & A](#)

平650-0032  
兵庫県神戸市

さくら 保証人 様  
さくら 太郎 様  
(0123456789)  
00001#

学生納付金振込依頼書  
同封しております送付状の内容をご確認の上、本振込依頼書を使用して、納入期限までに納入してください。  
なお、「振込金(手数料)受領書」をもって領収部に代えさせていただきますので、在学中は大切に保管してください。

\* 振込依頼書の裏面を必ずご確認ください。

<延納> 振込番号 04322827732 同志社大学学費管理センター

内 訳	金額 (円)
2023年度 semester	
授業料	420,000
教科書費	80,000
雑学費	1,000
合 計	501,000

発行日 2024年1月17日

振込依頼書 (手数料) 受領書  
(納入者用)  
金額 513,000  
支払期日 2024年1月17日  
支払銀行 同志社大学  
受取人 同志社大学  
ご依頼人 (学生) 太郎 太郎  
振込金額 513,000  
手数料 1,000  
合計 514,000  
上記の金額に収まりました。

電話振込 (手数料) 受領書 (教員用) 様  
(納入者用)  
金額 513,000  
支払期日 2024年1月17日  
支払銀行 同志社大学  
受取人 同志社大学  
ご依頼人 (学生) 太郎 太郎  
振込金額 513,000  
手数料 1,000  
合計 514,000  
上記の金額に収まりました。

## 1. Prepare a school fees bank transfer request form.

Please prepare the school fees bank transfer request form that was mailed to you, and proceed to the following steps.

1 Terms of Use 2 Enter Payment Information 3 Confirmation 4 Payment Complete

### Usage Fees

A System Usage Fee is required in addition to the school fees to use this system. The System Usage Fee varies depending on the payment method and the payment amount.

#### Credit Card Payment

When you enter the payment amount System Usage Fee will be displayed.  
The System Usage Fee could change depending on the payment amount.

Amount Paid	513000 yen
System Usage Fee (incl. tax)	13,000 yen
<b>Total Amount: 526,000 yen</b>	<b>Credit-card payment amount</b>

#### Pay-easy (online banking) payment

A System Usage Fee for Pay-easy (tax included) is 940 yen. A System Usage Fee is fixed regardless of the payment amount.

For credit card payment, the System Usage Fee varies depending on the amount of payment.  
please enter the "Amount Paid" and check the System Usage Fee display.

Please check the checkbox after reviewing The System Usage Fee.

☒ The System Usage Fees are confirmed. **Check the box after confirming the amount.**

## 2. Check the usage fee/total amount.

System usage fees vary depending on the payment method.  
Please check the payment amount using the following method.

System usage fees cannot be refunded after the payment procedure is completed.

### ■ In the case of credit-card payment:

When you enter the "Amount Paid" written on the bank transfer request form in the Payment Amount field, the payment amount including the system usage fee will be displayed in the "Total Amount" field. System usage fees (tax included) vary depending on the payment amount.

### ■ In the case of Pay-easy (online banking) payment:

**There is no need** to enter the amount in the Amount Paid field.

The payment amount is the sum of the Amount on the bank transfer request form and the system usage fee (tax included) of 940 yen.

### 3. Check the terms of use.

Please check the terms of use for the School Fees Payment Site.

**Doshisha University School Fees Payment Site - Terms of Use**

Please read the following terms of use.

**Article 1: Operation of the Site for Payment of School fees, Etc.**

Systems and Payment Processing Company	F-REGI Co., Ltd. (F-REGI Payment)
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**Article 2: Payment Methods**

**Credit Card** (in your name or a relative's name)  
  
 Credit cards with the above brand logos

**Pay-easy**  
  
[List of eligible for use Financial Institutions](#)  
 Please check the financial institutions eligible for use.

\*For Pay-easy, you must have an Internet banking or Japan Post Direct agreement with your financial institution.

**Article 3: Handling of Personal Information and Payment Information**

In principle, personal information entered in this system will be used to confirm payment of school fees at Doshisha University. The information will not be used for any other purpose than this process. For more information, please refer to the [privacy policy](#) of F-REGI Co., Ltd.

**Article 4: Disclaimer**

F-REGI Co., Ltd. shall not be held responsible for any failure to deliver, mistaken delivery of, or refusal to receive e-mails due to incorrectly entered e-mail addresses, illegible garbled text, or other issues with the entered information.

In addition, F-REGI Co., Ltd. shall not be liable for any failure of this system due to natural disasters, power outages, phone line failures, or other force majeure.

**Article 5: Cancellation After Payment Completion**

Once the payment procedure is completed, school fees and System Usage Fees cannot be refunded for any reason.

Please read the above Terms of Use and **check the box**

☒ I agree to the Terms of Use.

**Check the box after confirmation.**

### 4. Log in.

Please enter your Student ID (10 digits) and Authentication number (12 digits)\* to log in. The Student ID and Authentication number are written on the school fees bank transfer request form.

\* The Authentication number is only used to log in to the School Fees Payment Site. Since the number is notified each time a bank transfer request form is sent, there is no need to save it separately.

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学生納付金振込依頼書

同封しております送付状の内容をご確認の上、納入期限までに納入してください。  
なお、「振込金(兼手数料)受領書」をもって領受するので、在学中は大切に保管してください。

\* 振込依頼書の裏面を必ずご確認ください

<延納> 認証番号 043228327732

内 訳

振込依頼書(兼手数料)受領書 (納入者保管)

依頼日	年
金額	円 5
先方銀行	銀行
受取人	同志社
ご依頼人(学生)	学生ID 0123456

**Login**

After entering your Student ID and Authentication number, click the "Login" button.

Student ID (10 digits)	1234567890
Authentication number (12 digits)[sample]	123456789012

**Login**

### If multiple payment information is displayed:

Please click the "Check your entries" button once student and payment information is confirmed.  
Please do not use "back" or "forward" buttons on browser.

Student Information	
Student ID	4933773487
Student Name (Katakana)	テスト タロウ

Select Payment Information	
Select the option for which you wish to complete the procedure (this cannot be changed after the procedure is completed).	
年額	
Academic Year	2024
Payment Status	Unpaid
Payment Amount	244,845 yen
<div>Select 年額</div>	
春学期	
Academic Year	2024
Payment Status	Unpaid
Payment Amount	55,361 yen
<div>Select 春学期</div>	

### If one type of payment information is displayed:

Breakdown of School Fees		
春学期	教育充実費	15,768 yen
	理工学会費	27,561 yen
	授業料	11,428 yen
	理工学会費	604 yen
秋学期	単位授業料	
	再入学金または復学科	99,854 yen
	教育充実費	40,668 yen

After confirmation, proceed to the next step,  
"Select the payment method."

## 5. Select the payment information.

### ■ If multiple payment information is displayed:

Please select the payment information that applies to you.  
Please carefully check the amount and other details before making your selection because changes cannot be made after the payment procedure is completed.  
After making your selection, please proceed to the next step, "Select the payment method."

### ■ If only one type of payment information is displayed:

If only one type of payment information is displayed, please proceed to the next step, "Select the payment method," after checking the amount and other details.

### ■ If you wish to check the breakdown of the payment amount:

You can check the breakdown of the payment amount by selecting "Display the breakdown of the student fees."

\* A system usage fee based on the payment method is required in addition to the amount displayed on this screen.

**select the payment method**





☒ Credit card **Click here.**

☐ Pay-easy (online banking)

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**Credit Card Payment**

Accepted credit cards  
(The credit card holder must be the applicant or a member of the applicant's family.)

VISA    

**Enter the required information.**



Card No. \*  -  -  -

\* In the case of American Express, please ignore the hyphens and enter the card number in a 4-4-4-3 digit format, left aligned.  
\* For Diners, enter 4-digit-4-digit-4-digit-2-digit, left-justified, without hyphens (-).

Expiration Date \* -- / -- Month / -- / -- Year

Cardholder Name \*

\* Please enter the name exactly as it appears on the credit card (half-width characters).

Security Code \*   

\* Please enter the 3-digit security code on the back of the card. (On some cards, it may be a 4-digit number in the top right or left on the front.)

Number of Payments ☒ pay in a lump ☐ pay by installments -- / -- / --


**select the payment method**

☐ Credit card

☒ Pay-easy (online banking) **Click here.**

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**Pay at the Pay-easy (online banking)**

Available Financial Institutions  You will need to apply for net banking with your financial institution in advance. Please click [here](#) for the list of supported financial institutions.

Payment Method

1. Click "Start Payment" on the screen to complete the payment.  
The "Financi:  
2. Select your fi  
3. You will be re  
the payment.

**Enter the name of the person following the payment procedure.**

Name of the payer (Katakana or Alphabetic characters) \*

## 6. Select the payment method.

### ■ In the case of credit-card payment:

Please select "Credit card" and enter your card information and the number of payments.

### ■ In the case of Pay-easy (online banking) payment:

Please select "Pay-easy (online banking)" and enter the payer's name (katakana).  
For the payer's name (katakana), please enter the name of the person following this payment procedure.

**Where to send completion notification** Enter your email address.

\*If you have set up a domain-specified receiver, please register "info@pay.f-regi.com" as a domain-specified receiver.

E-mail address	* info@f-regi.com
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**Payment Information**

Amount to be paid	244,845 yen
System Usage Fee (incl. tax)	6,250 yen

**Total Amount : 251,095 yen**

\* The payment will not be executed even if you click "Check your entries".

Click here after confirmation.

## 7. Enter your email address.

Please enter the email address to which payment procedure completion notification should be sent.  
When you have finished entering all the necessary information, please check the entered information and click "Check your entries."

**Confirmation**

\*After confirming your payment details, click the "Make Payment" button at the bottom of the page.  
Please do not use your browser's "Back" or "Forward" buttons.

**Student Information**

Student ID	4933773467
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**Payment method**

Payment method you have selected	Credit card
Card No.	1234 - **** - **** - 1234
Expiration Date	09 / 27
Cardholder Name	test
Security Code	***
Number of Payments	pay in a lump

**e-mail Address to Send Completion Notification**

e-mail Address	info@test.com
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**Payment Information**

Amount to be paid	244,845 yen
System Usage Fee (incl. tax)	6,250 yen

**Payment Subject**

Academic Year	2024
Type of payment slip	年額

**Total Amount : 251,095 yen**

< Caution > Once the payment procedure is completed, it cannot be cancelled or changed. Please make sure that your card information and selected number of payments are correct.

Click here after confirmation.

## 8. Check your entries.

Since the content you have selected and entered so far will be displayed, please check it. After confirming it, click "Make Payment."

If you wish to change your payment details, click "Change Payment Information."

### ■ In the case of credit-card payment:

After clicking "Make Payment," please check the payment completion screen as indicated in the next step, **9. Complete the payment.**

### ■ In the case of Pay-easy (online banking) payment:

After clicking "Make Payment," please proceed to the next step, **9. Complete the payment.**

**同志社大学** Doshisha University  
Tuition Payment Site

System Usage Fee Estimator | How to Use the System | FAQ

1 Terms of Use | 2 Enter Payment Information | 3 Confirmation | **4 Payment Complete**

### Payment Complete

Payment has been completed.  
A payment completion email has been sent to your registered email address.

Confirmation Number	2020100112345678
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[Return to Homepage](#)

### Reception Completion

Your application has been accepted.  
Please confirm the payment method and make the payment.

#### Payment Information

Amount to be paid	244,845 yen
System Usage Fee (incl. tax)	940 yen
<b>Total Amount : 245,785 yen</b>	

Payment method	Pay-easy (online banking)
Name of the payer (Katakana or Alphabetic characters)	TEST
Due date for payment	Please complete the payment by <b>May.9</b> .
Procedure	<ol style="list-style-type: none"> <li>Click "Start the payment procedure" on the screen to complete the payment. The "金融機関選択画面" will appear.</li> <li>Select your financial institution and press "ネットバンキング開始".</li> <li>You will be redirected to the online banking screen, please follow the instructions to complete the payment.</li> </ol>

**Start the payment procedure** **Click here.**

## 9. Complete the payment.

### ■ In the case of credit-card payment:

The payment completion screen will be displayed.  
Please check the payment completion email sent to the email address you entered earlier.  
If an error message is displayed regarding credit-card payment, there is a possibility that your credit card company has sent the error message.  
Since the reason for the error is personal information, please contact the inquiry desk of your credit card company.

### ■ In the case of Pay-easy (online banking) payment:

Payment has not yet been completed at this point.  
Click "Start the payment procedure" and proceed to the next step, **"10. Select the financial institution to use."**

**If you log in directly to your online banking account, your payment information will not be linked correctly, so please proceed from "Start the payment procedure."**

Payment procedure information will also be sent to the email address you entered earlier. Even if you close this screen, you can still follow the payment procedure from the URL provided in the email.

学校法人同志社 同志社大学  
**金融機関選択画面**

ご利用される金融機関を以下より選択してください。  
※ 本画面より決済を行うには金融機関とネットバンキング契約が必要です。

主な金融機関

<a href="#">三菱UFJ銀行</a>	<a href="#">三井住友銀行</a>	<a href="#">PayPay銀行</a>	<a href="#">楽天銀行</a>
<a href="#">ゆうちょ銀行</a>			

**Select or search for your financial institution.**

金融機関名を入力してください



金融機関種別

<input type="button" value="銀行"/>	<input type="button" value="労働金庫"/>
<input type="button" value="信用組合・農協・漁協"/>	<input type="button" value="信用金庫"/>

※ 収納代行を株式会社エフレジに委託しています。  
一部金融機関では、振込先が『エフレジ』と表示されます。

## 10. Select the financial institution to use.

### ■ In the case of Pay-easy (online banking) payment:

Please select the financial institution you will use for this payment.

If it is not displayed in “Major financial institutions,” please enter the name of the financial institution to search.

下記の内容で決済を行います。  
内容をご確認の上、「ネットバンキング開始」をクリックしてください。

振込先金融機関	三菱UFJ銀行 (0005)
取引番号	000000000000000010426
注文番号	2024040920421733501

お客様氏名	TEST 様
商品名	同志社大学
金額	178,817 円
注文日時	2024-04-09 20:42:17
お支払い期限	2024-05-09

**Click here.**

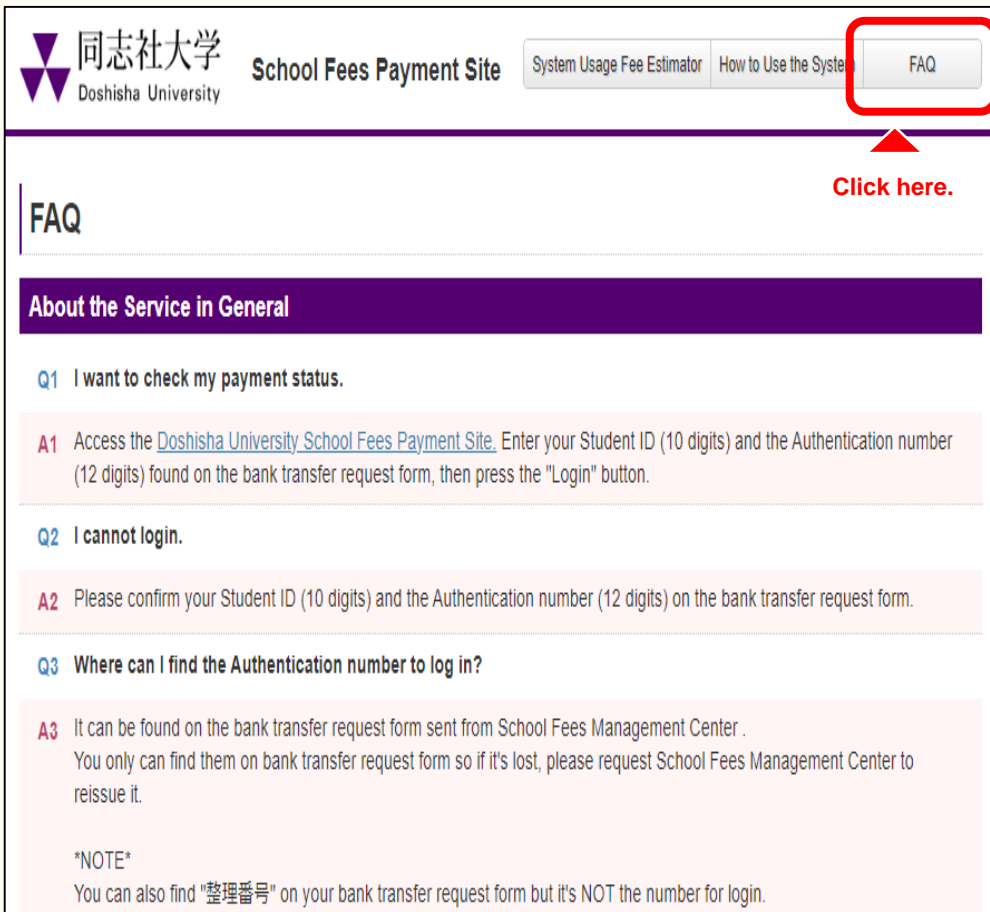
## 11. Start online banking.

### ■ In the case of Pay-easy (online banking) payment:

After selecting your financial institution, click “Start online banking.” Subsequently, you will be redirected to the online banking screen, so please follow the instructions there to complete the payment.

Once your payment is completed, a payment completion email will be sent to you.





同志社大学  
Doshisha University

School Fees Payment Site

System Usage Fee Estimator How to Use the System **FAQ**

**FAQ**

**About the Service in General**

**Q1** I want to check my payment status.

**A1** Access the [Doshisha University School Fees Payment Site](#). Enter your Student ID (10 digits) and the Authentication number (12 digits) found on the bank transfer request form, then press the "Login" button.

**Q2** I cannot login.

**A2** Please confirm your Student ID (10 digits) and the Authentication number (12 digits) on the bank transfer request form.

**Q3** Where can I find the Authentication number to log in?

**A3** It can be found on the bank transfer request form sent from School Fees Management Center .  
You only can find them on bank transfer request form so if it's lost, please request School Fees Management Center to reissue it.

**\*NOTE\***  
You can also find "整理番号" on your bank transfer request form but it's NOT the number for login.

## 12. Q & A

Questions regarding operation methods and other information are also posted on the site. Please see "FAQ" at the top of the site.

That's all regarding how to use the site.