Online Tuition Payment Service

User Operation Manual

–For Students and Parents/Guarantors-



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1. Introduction

This manual is an operation guide for the student and guarantor functions of the Online Tuition Payment Service.
Students and tuition payers (guarantors) use this service to complete tuition fee payments through the system.

■Overview

This site stores information required for tuition payments, such as payment amounts and payment deadlines,
and allows users to pay tuition fees online. Tuition fees can be paid using payment methods such as credit cards and Pay-easy.

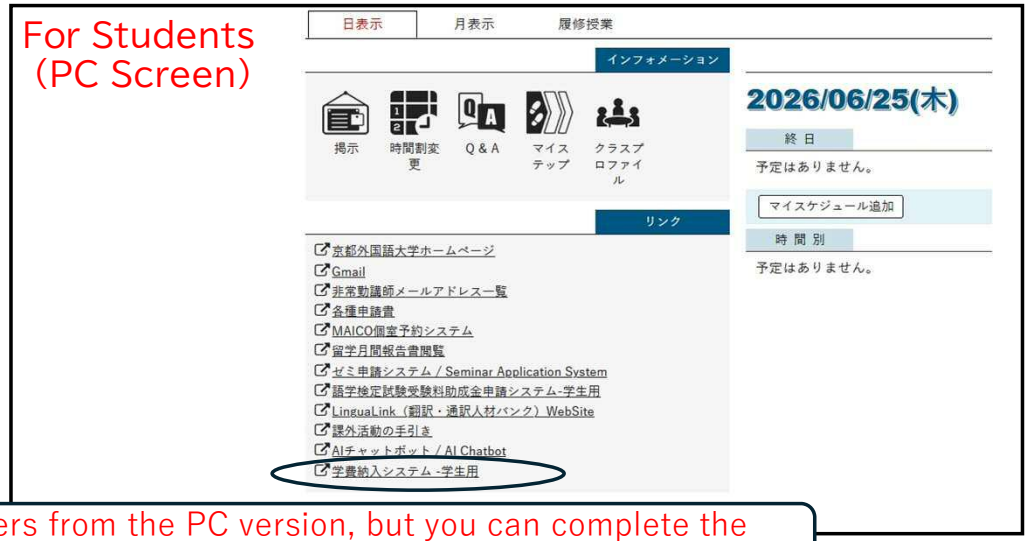
2. Accessing the User Screen

Using a computer, smartphone, or other device, log in to “Kyoto Gaidai UNIPA,” then click the “学費納入システム（Tuition Payment System）” banner.

For Guarantors（PC Screen）



For Students（PC Screen）



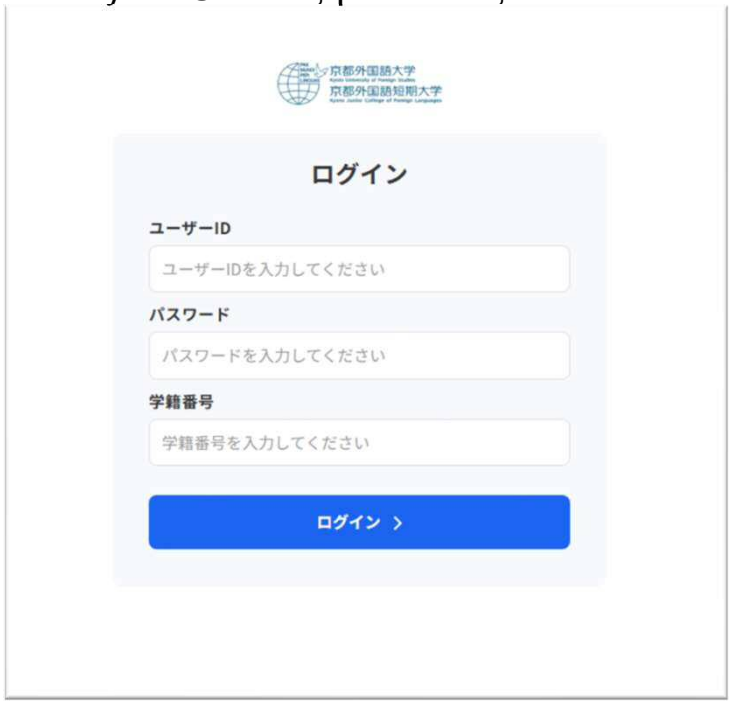
※The screen displayed on a smartphone differs from the PC version, but you can complete the procedure using the same banner.

3. Login

•**International Students:** You do not have a registered guarantor. Please log in using your usual **Kyoto Gaidai UNIPA** account. When you click the tuition system banner on UNIPA, you will be logged in automatically (no additional login required on this screen).
•**For Non-International Students (When the student logs in):** Follow the same steps as International Students above via **Kyoto Gaidai UNIPA**.
•**For Guarantors (When the guarantor logs in directly):** If you are a guarantor logging in by yourself, please log in on this page using the method below.

■For Guarantors

Enter your User ID, password, and Student ID Number.



User ID: H + Student ID Number

Password: Same as Kyoto Gaidai UNIPA

Student ID Number:

Enrollment year (4-digit year) + Department code (2 uppercase letters) + Number (4 digits)

*The "+" symbols above are for explanation only and should not be entered.

Note

If incorrect information is entered multiple times in succession, the account will be locked. The lock will be automatically released after a certain period of time.

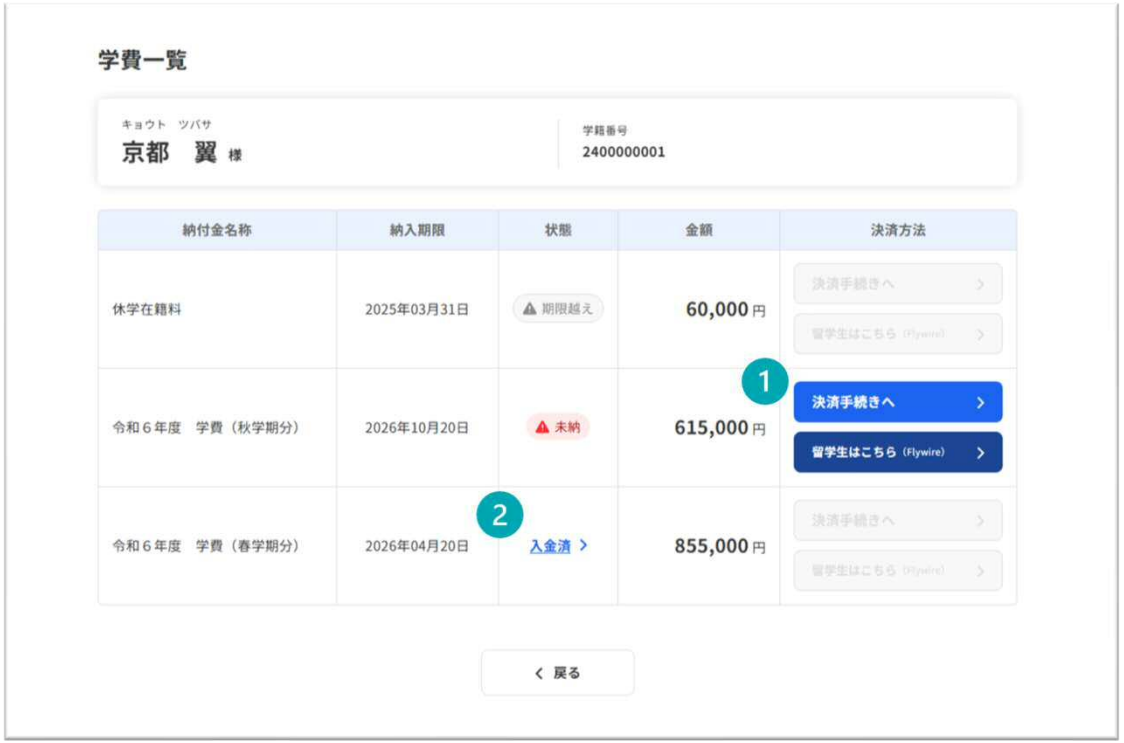
4. Important Notes for Use



Important notes regarding use of the service will be displayed.

1. Please check “上記の注意事項に同意する”
2. then click “次へ（学費一覧画面）”

5. Tuition Fee List



A list of the student's tuition fees is displayed.

1 Proceed with the payment process

Click 決済手続きへ to proceed with the payment process.
→ p. 7

Please note that international students may also select from the following options.
With Flywire, you can choose to pay in your home currency or send payment from within Japan.

留学生はこちら（Flywire） Click to go to the Flywire website.
→ p. 8

2 Check payment information

When the payment process is completed, the status will display "入金済".
By clicking "入金済", you will be directed to the payment results screen, where you can review the payment details. → p. 9

6. Payment Method Selection

In the case of selecting 決済手続きへ ›

Select the payment method for tuition fees.



1 Select the payment method you wish to use.

*Depending on the selected payment method, there may be restrictions such as maximum payment limits. Please refer to the “ご利用にあたっての注意事項” for details.

Note | When paying by credit card, only credit cards that support Cardholder Authentication Service (3D Secure 2.0) can be used.

2 Before proceeding, please review the “特定商取引法に基づく表記(PDF)”. After reviewing the information, check “上記の注意事項に同意する”.

3 then click “決済サイトへ接続(外部)”

*After clicking the button, select OK in the confirmation pop-up window to proceed to the payment screen.



Note | Once you move to the payment screen, you cannot return to this site. After completing the payment process, please close your browser and log in again.

6. Payment Method Selection

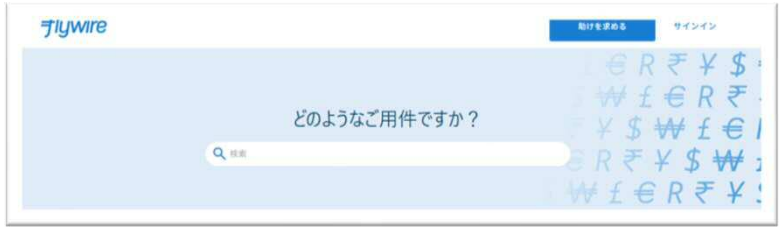
In the case of selecting 留学生はこちら（Flywire） >

Select the payment method for tuition fees.



Flywire Contact Page

If you have any questions about payments via Flywire, please contact through this website.



1 Click “Flywireへ接続(外部)”

*After clicking the button, select OK in the confirmation pop-up window to proceed to the payment screen.



Note Once you move to the payment screen, you cannot return to this site. After completing the payment process, please close your browser and log in again.

7. Payment Results

You can review your payment results.



Please refer to the section titled “2 Check payment information” on page 6.

Payment date, time, and amount details are displayed.

8. Q&A

Q1 What is Pay-easy?

A1

Pay-easy is a payment service in Japan that allows users to make payments for purposes such as online shopping and taxes using a computer, smartphone, or ATM, without visiting a bank counter or lining up at a convenience store. This is a widely used payment network jointly operated by most financial institutions in Japan (such as banks and post offices).

Service website: https://www.jampa.gr.jp/payeasy/

Q2 Will the university know my credit card number when I enter my credit card information?

A2

The university does not obtain or store any credit card information.

Payments are made on an external payment platform that you are redirected to from the university's website. Credit card information is strictly managed by the payment service provider, and only the result that "the payment has been completed" is notified to the university.