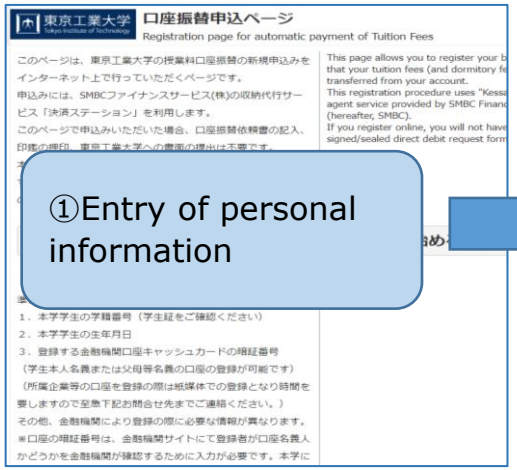
# Tokyo Institute of Technology Online Registration Manual for Automatic Tuition Payment

You will need the following information for registration, so please make sure you have it with you.

1. Your Tokyo Tech student ID number
2. Your date of birth
3. Cash card passcode (PIN) for the bank account you intend to register
   (You may be required to provide additional information depending on the bank you select.)

**Account registration for automatic tuition payment: You will be directed to relevant web pages as below to complete the registration procedure.**

## Tokyo Tech's Registration Page for Automatic Tuition Payment




①Entry of personal information

⑤Registration procedure completed.

Confirmation sent to the registered email address.

## Clearing service ("決済ステーション") provided by receiving agent SMBC Finance Service

②Entry of account details

④Account registration completed.
Click "申し込みサイトへ戻る" (return to Tokyo Tech's registration page).

CLICK

## Website of bank selected

③Approval of automatic bank transfer

Receiving agent's information required to register may vary depending on the bank selected.
After completion of registration, click "収納企業へ戻る" (return to the website).

XXX Bank registration for automatic bank transfer

Account information, XXX Branch
Branch name, XXX Branch
Account type, Savings account
Account number, 1234567
Account holder's name, XXX XXX
Approval of automatic bank transfer completed.

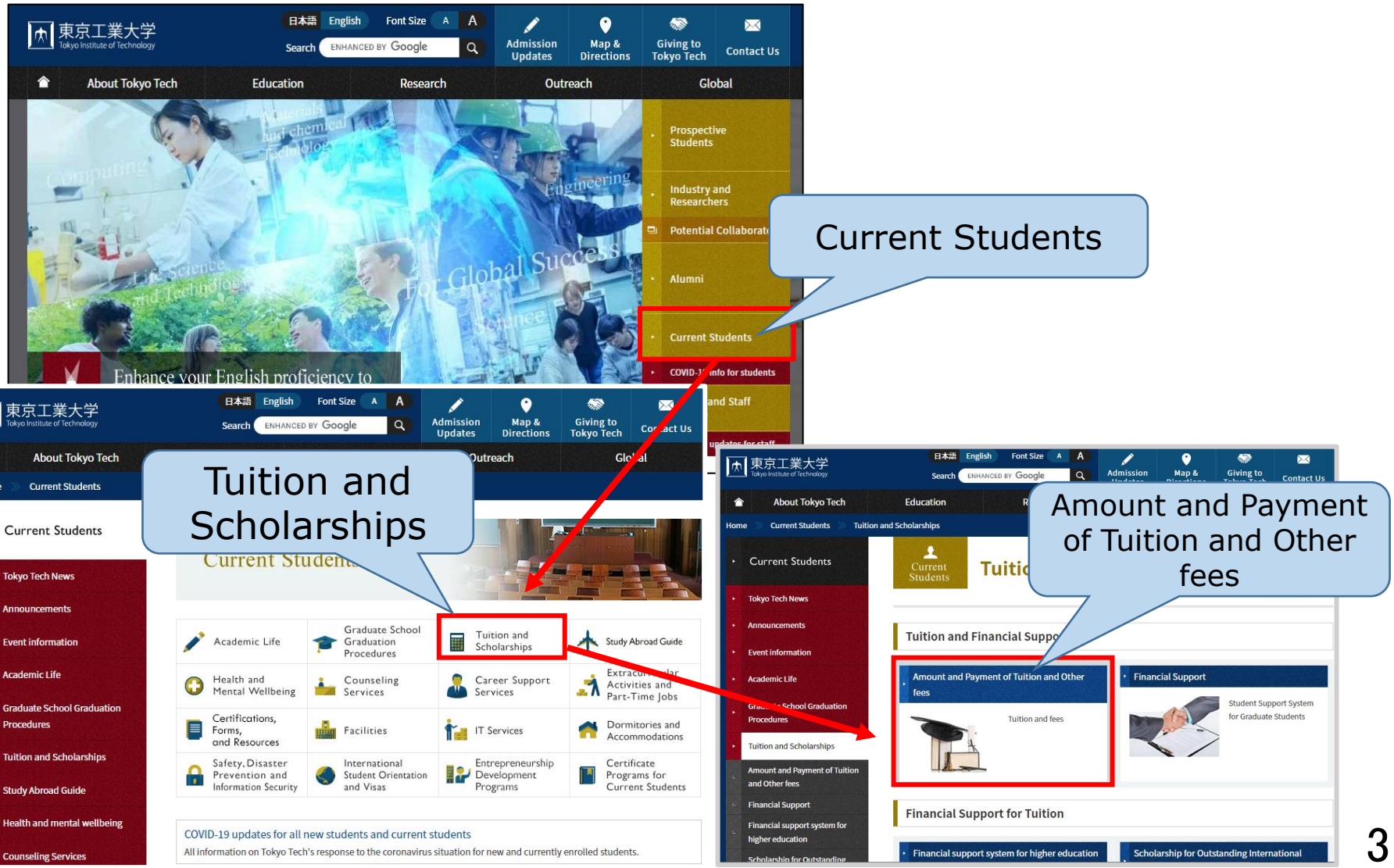
>>収納企業へ戻る

CLICK

# ①How to access the Registration page for Automatic Tuition payment (1)

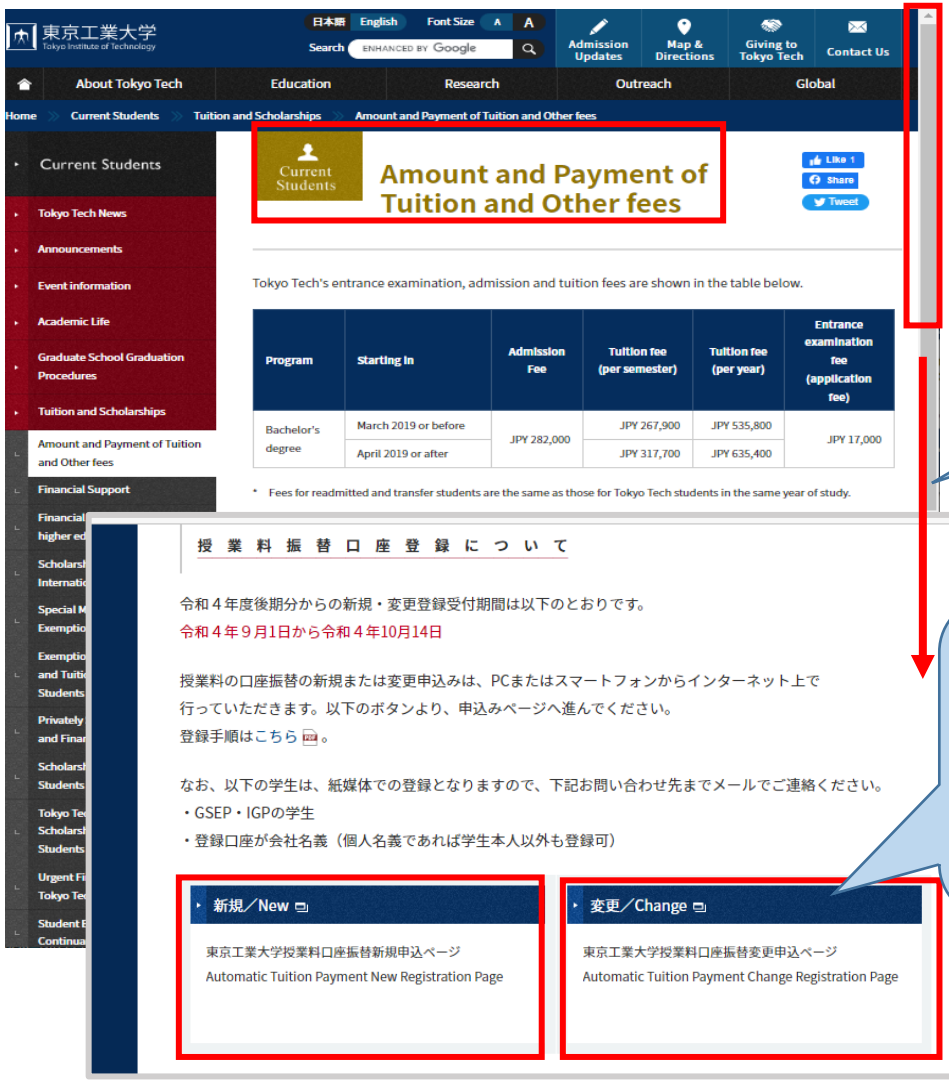
Tokyo Tech

Tokyo Tech's Top Page→Current Students→Tuition and Scholarships→Amount and Payment of Tuition and Other fees



# ①How to access the Registration page for Automatic Tuition payment (2)

## Amount and Payment of Tuition and Other fees→Account registration for automatic tuition payment



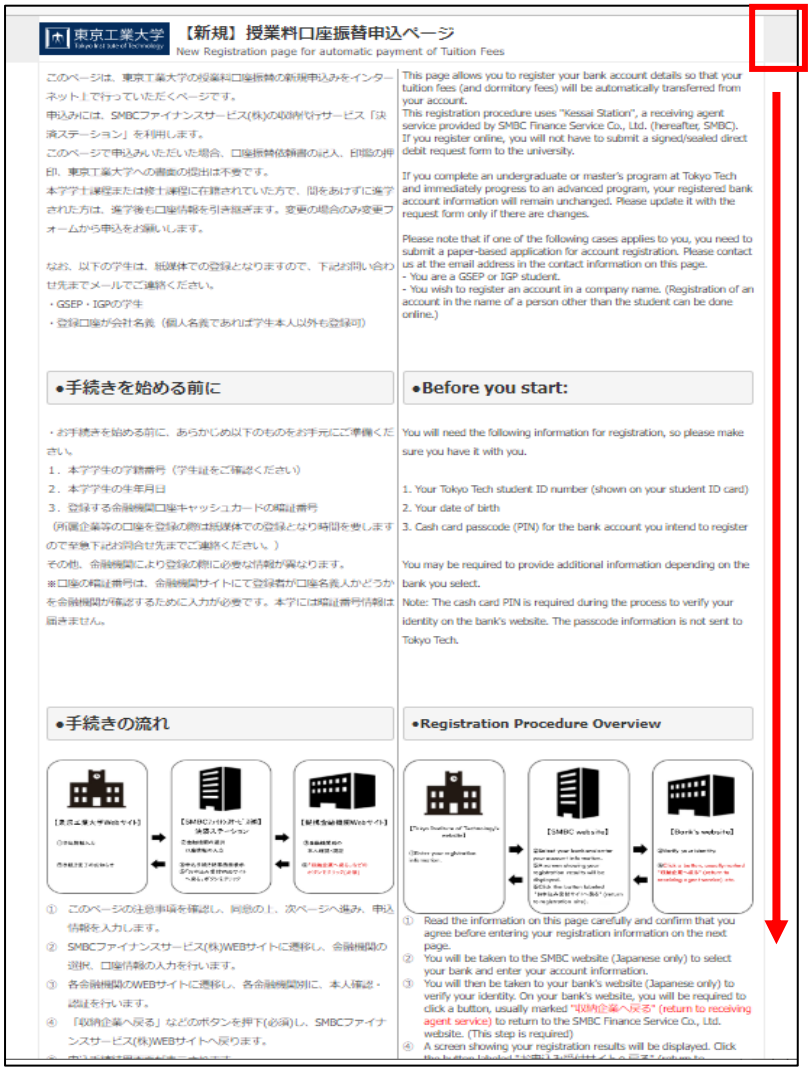

Scroll down

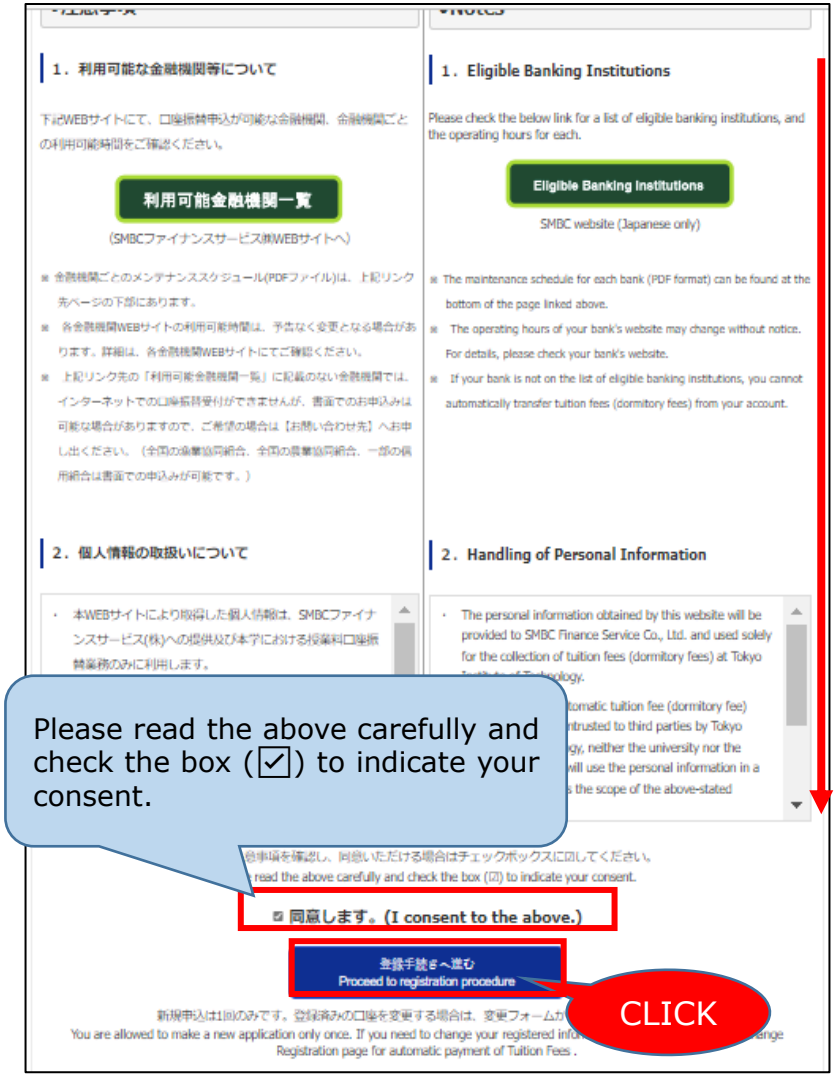
Click Registration Page for Automatic Tuition Payment

New: Registering for the first time
Change: If you wish to change your registered account information

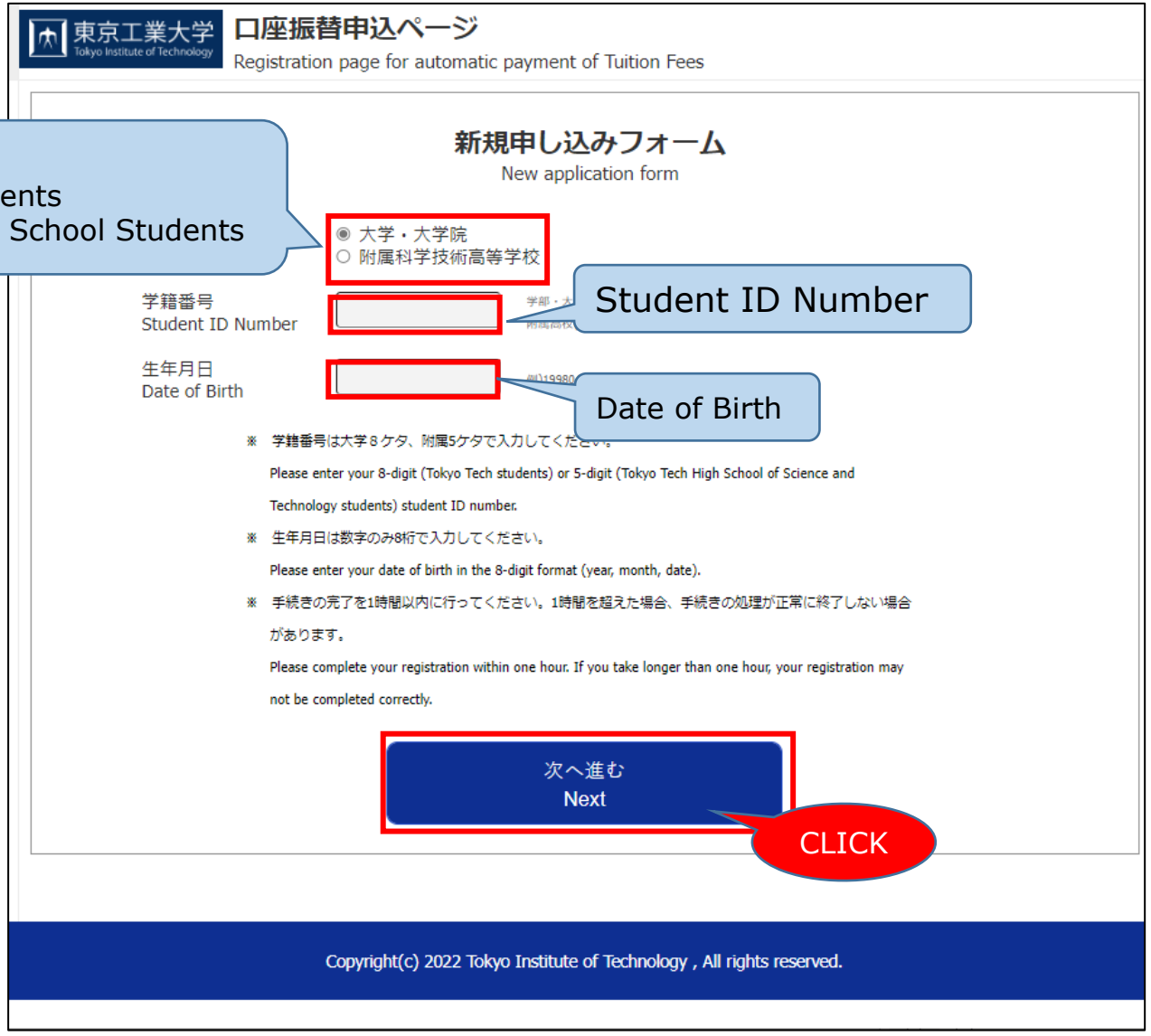
# ① The Registration page for Automatic Tuition payment （1）

Read the information on this page carefully and confirm that you agree before entering your registration information on the next page.



# ① The Registration page for Automatic Tuition payment （2）




Select
○ Tokyo Tech Students
○ Tokyo Tech High School Students

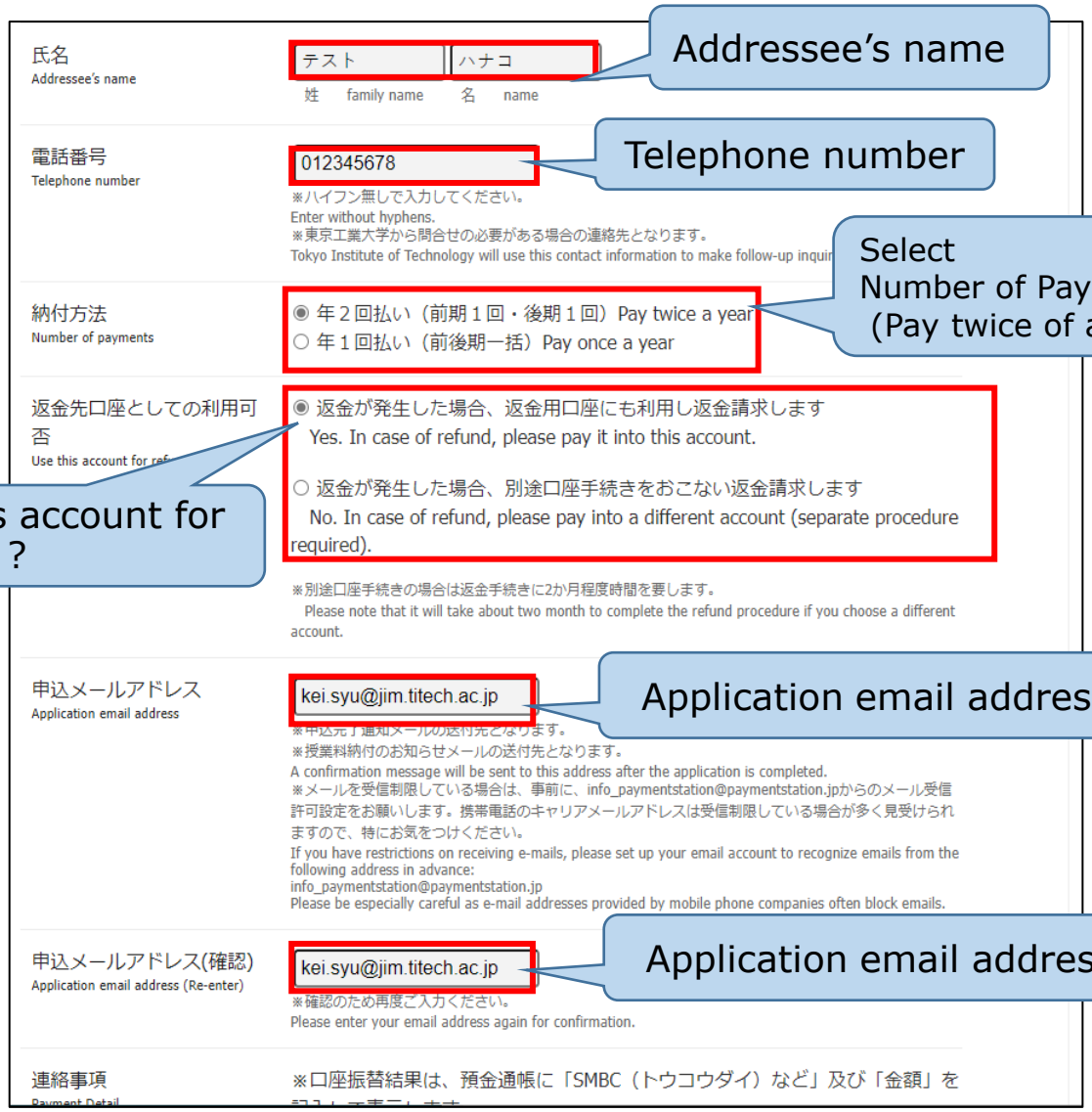
Student ID Number

Date of Birth

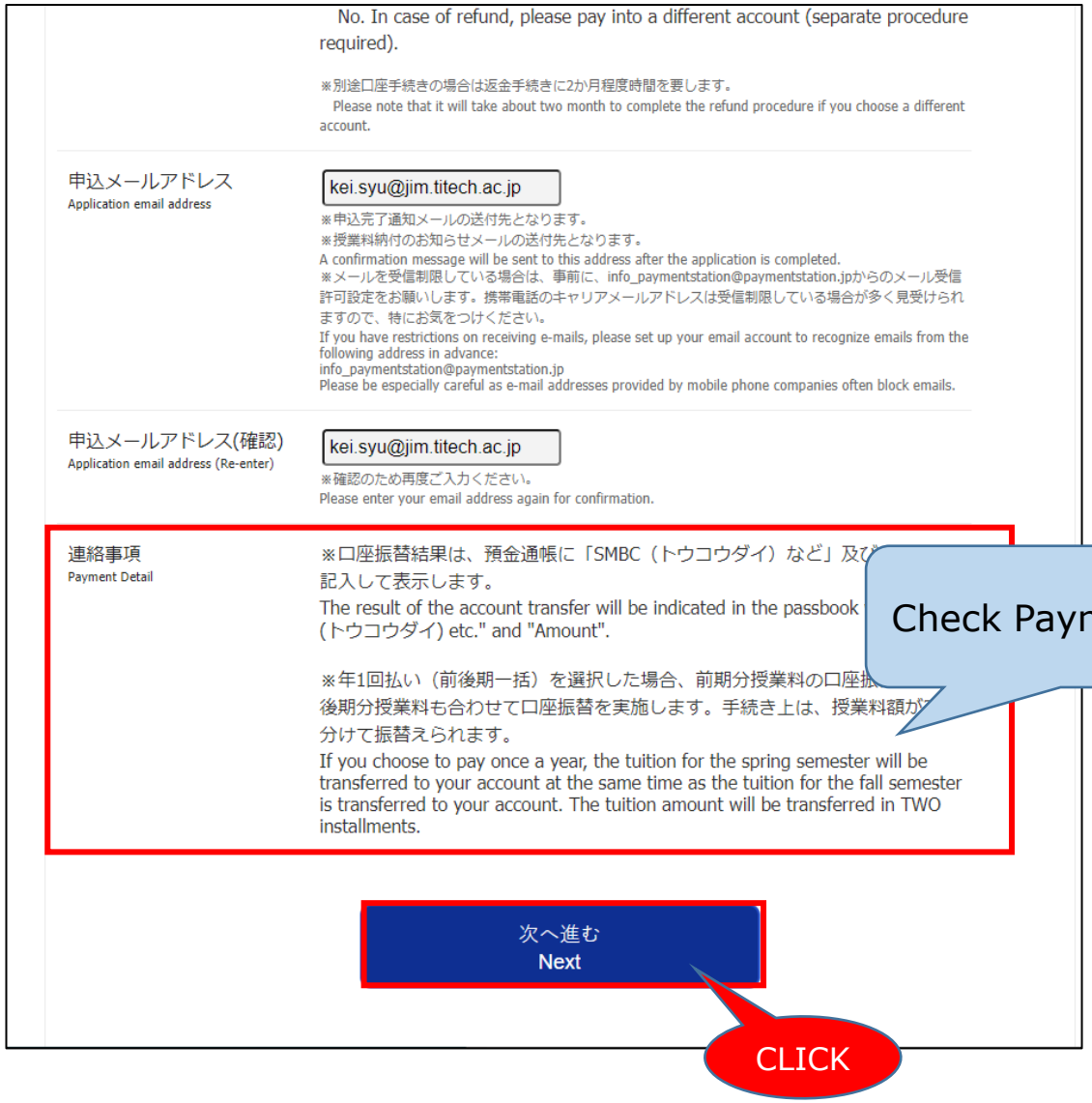
CLICK

# ① The Registration page for Automatic Tuition payment （3）

# ① The Registration page for Automatic Tuition payment （4）

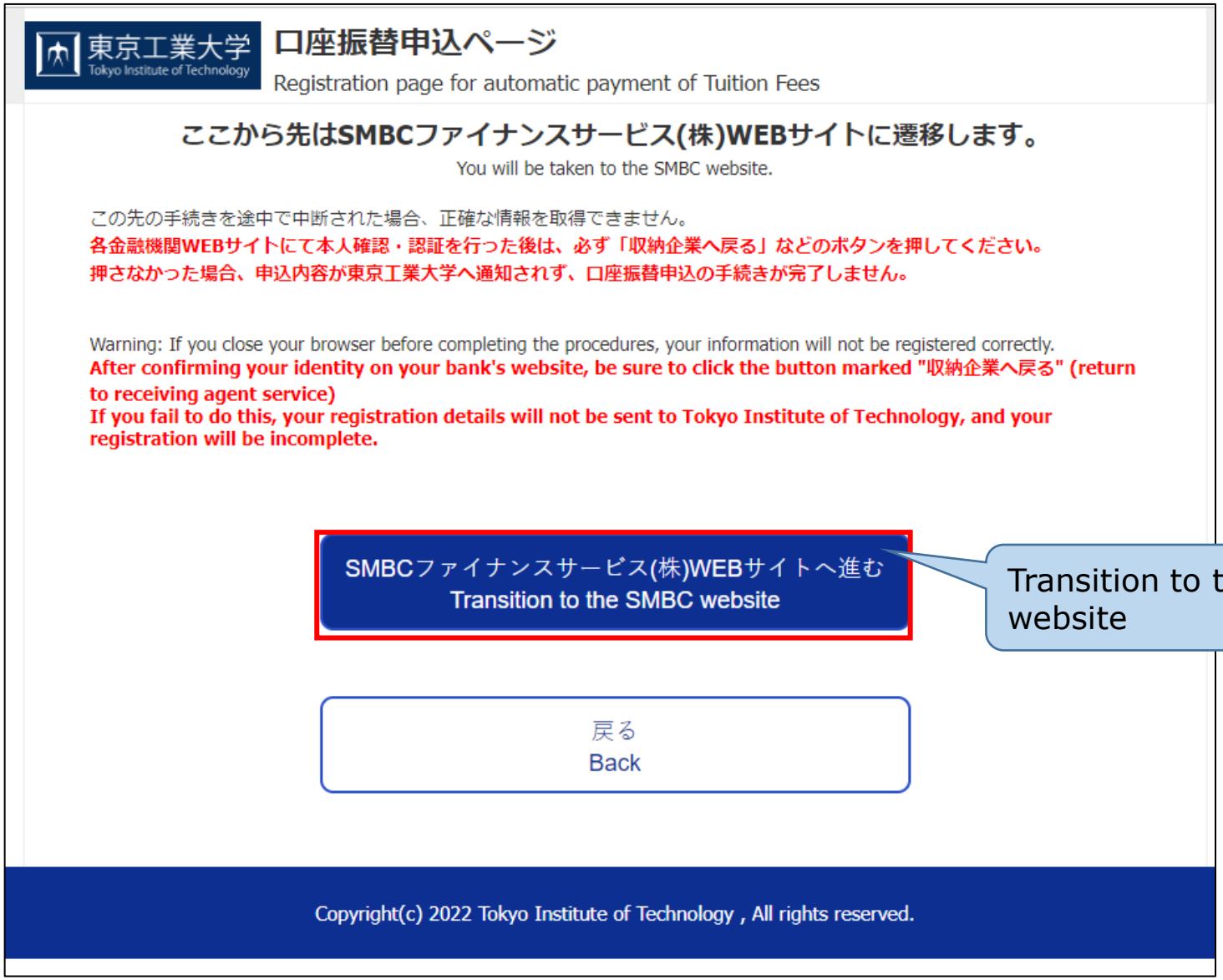


# ① The Registration page for Automatic Tuition payment （5）



# ① The Registration page for Automatic Tuition payment （6）

# ① The Registration page for Automatic Tuition payment（7）



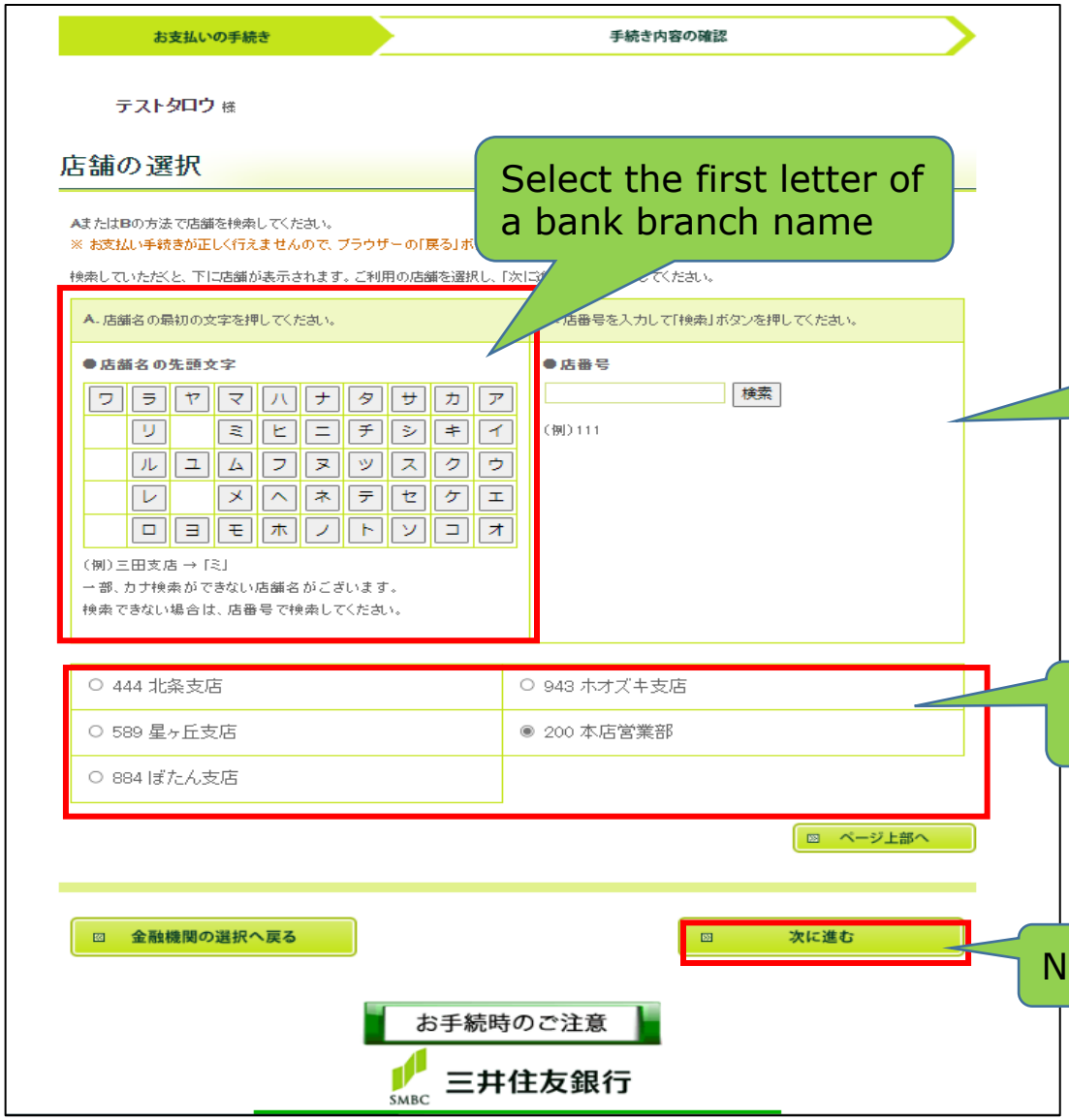

Transition to the SMBC website

# ②Clearing service (“決済ステーション”) provided by receiving agent SMBC Finance Service （1）

Select the financial institution

I consent to the above

# ②Clearing service (“決済ステーション”) provided by receiving agent SMBC Finance Service （2）




The selection screen varies depending on the bank.

Select a bank branch

Next

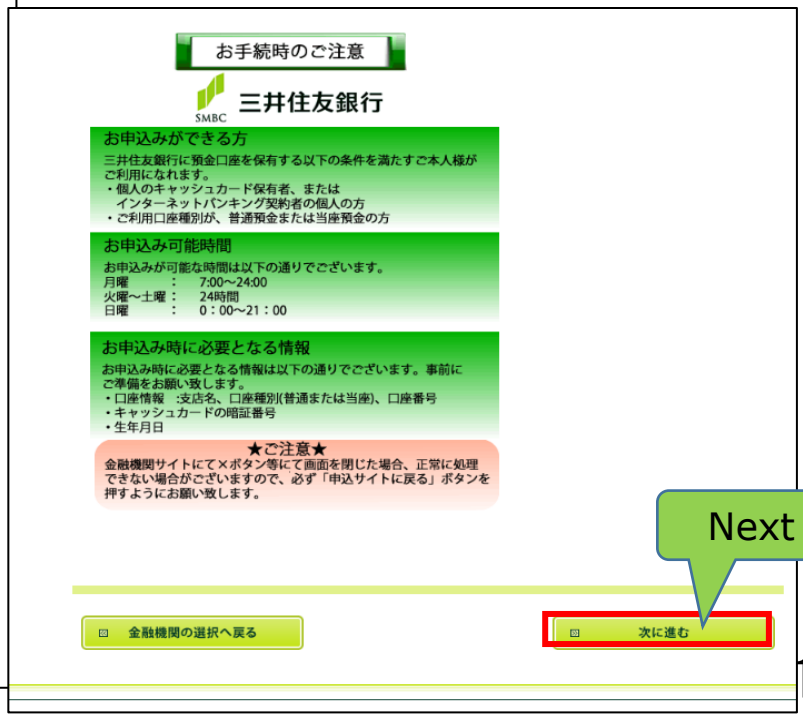
# ②Clearing service (“決済ステーション”) provided by receiving agent SMBC Finance Service （3）

Confirm your bank and branch name

Deposit type

Account number

Account holder's name.

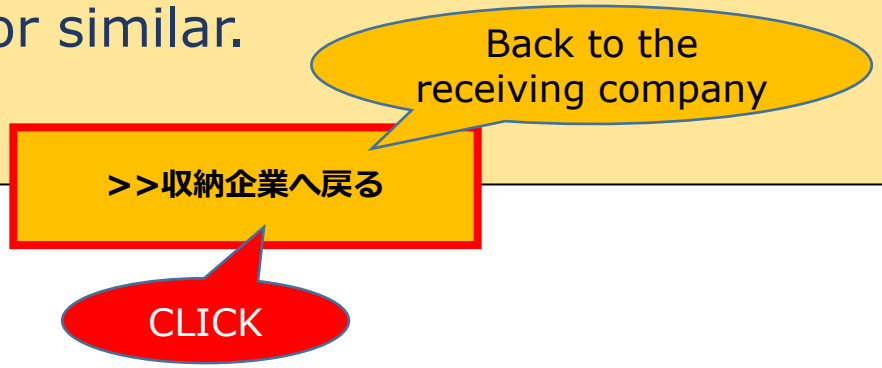



Next

# ②Clearing service (“決済ステーション”) provided by receiving agent SMBC Finance Service （4）

## ③Website of bank selected（1）

- To continue with your registration, you will be transferred to your financial institution's website to register your bank account information (account number, PIN, etc.).
- If you have any questions regarding the financial institution's website, please contact that financial institution.
- After additionally registering on the financial institution's website, return to this website (Clearing service (“決済ステーション”) ) by clicking “Back to the receiving company” (収納企業へ戻る）, or similar.



# ②Clearing service (“決済ステーション”) provided by receiving agent SMBC Finance Service （5）

After your account has been approved by your financial institution, click on “収納企業へもどる"to go to the SMBC Finance Service Settlement Station Application Result Page.

Please print or make a copy of this screen and keep it with you, as the registration details will not be sent by e-mail.

**Click「お申込み受付サイトへ戻る」**

# ⑤Registration page for automatic payment of Tuition Fees（8）

東京工業大学 Tokyo Institute of Technology

## 口座振替申込ページ

Registration page for automatic payment of Tuition Fees

### 手続きが完了しました (The procedure is complete )

学籍番号：10A00005

学生氏名(カナ) Student Name (katakana)：テストタロウ

住所種別 Address type：学生住所

郵便番号 Postal Code：1528550

住所 Address：東京都目黒区 大岡山1-12-1

氏名 Addressee's name：テスト ハナコ

電話番号 Telephone number：012345678

納付方法 Number of payments：年２回払い

返金先口座としての利用可否 Use this account for refunds?：返金が発生した場合、返金用口座にも利用し返金請求します

申込メールアドレス Application email address：kei.syu@jim.titech.ac.jp

登録日時 Registered date：2022-07-21 15:57:43

画面を閉じてください。
不明点ございましたら本学までお問い合わせください。
Please close the screen.
If you have any questions, please contact us.

東京工業大学

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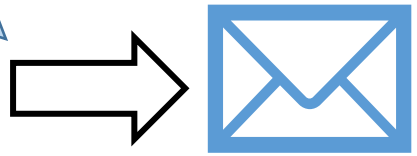
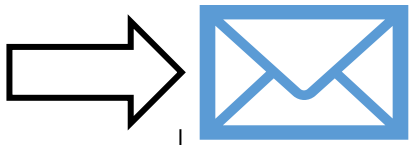
Please print or make a copy of this screen and keep it with you, as the registration details will not be sent by e-mail.

Please close the screen.
You will then receive an email to your registered email address
A registration completion email will be sent to your registered email address.



## ⑤When you receive the registration completion e-mail, your registration is complete.



【東京工業大学】口座振替のお申込完了を確認致しました

S SMBCファイナンスサービス 決済ステーション <info_paymentstation@paymentstation.jp>
宛先

※このメールはテストシステムから送信しています。
この度は、「東京工業大学」で口座振替のお申込みをいただき、誠に
ありがとうございます。
口座振替のお申込が完了したことを確認しましたので、お知らせいたします。

お問い合わせの際は「口座振替受付番号」および「学籍番号・学生氏名」をメールに記載してください。

－　　：東京工業大学
申込日時　　：2022/08/29 18:14:21
口座振替受付番号　　：22082900066474

account transfer receipt no.

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【お問い合わせ連絡先】
東京工業大学
E-MAIL : kei.syu@jim.titech.ac.jp

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**Contact**
Revenue Group, Accounting Division
Email: kei.syu@jim.titech.ac.jp
Please include your name and student ID no. and account transfer receipt no. in your inquiry email.