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Frequently asked questions

Q	I have not yet received a notification that the procedure has commenced. What should I do?
<p>An email titled "Request for tuition payment account registration" will be sent to the student's Waseda email address within about two weeks after enrollment. *For students of Waseda University Senior High School, Waseda University Honjo Senior High School, and Waseda University Junior High School, we will send a notification to their guardians.</p> <p>Even if you do not receive the email at your address for some reason, you can follow the procedure once the procedure period starts. In this case, please complete the registration procedure via the Accounting Section's website.</p> <p>◆ Related question</p> <p>Q When should new students register their tuition payment account?</p> <p>Q I entered my correct student ID number and date of birth, but I cannot log into the system. What should I do?</p>	

Q	I repeatedly encountered an error when trying to register my account online. What should I do?
<p>Did you enter your account name in Japanese katakana?</p> <p>In general, automatic debit transfer procedures and processing are conducted in Japanese katakana account names, so account names in Japanese katakana are also required for registration.</p> <p>In half-width Japanese katakana for account names, small half-width characters "ヤ," "ユ," "ヨ," "ツ," "ア," "イ," "ウ," "エ," and "オ" must be expressed as regular half-width characters. In addition, please replace "ヲ" with "オ," and the long sound symbol "ー" with a half-width minus key "-."</p> <p>* You cannot register on the Internet an account held with a trust bank.</p> <p>* If you specify an account held with Mizuho Bank, you must use its Internet banking (Mizuho Direct).</p> <p>◆ Related question</p> <p>Q I got an error on the SMCC Payment Station/Financial institution authentication page, but I do not know how to fix the error. What should I do?</p> <p>Q The registration procedure requires the account holder's name in "Japanese katakana," but my cash card only shows the name in alphabetical characters. What should I do?</p> <p>Q I entered the account holder's name in Japanese katakana on the SMCC Payment Station account information entry screen, but I get an error saying "Invalid characters are included." What should I do?</p> <p>Q After transitioning to the SMCC Payment Station page, I searched for the financial institution I wanted to register on the financial institution selection screen, but it did not appear. What should I do? ← See here how to register an account held with a trust bank.</p>	

Q	How can I change my tuition payment account?
Refer to Q How can I change my tuition payment account? .	

Q	I have missed the deadline for registering my account. What should I do?
<p>You can still register your account after the deadline.</p> <p>However, depending on when you carry out the procedure, your account may not be registered in time for the next debit transfer. For details, please consult the related questions below.</p> <p>◆Related question</p> <p>Q I have missed the deadline for registering my account. What should I do?</p>	

Q	I received a notification saying, “Your account registration has not been confirmed yet,” despite having already completed the registration procedure.
<p>As it takes some time for the University to receive notification that registration is complete, if you have already performed the registration procedure, you do not need to do it again. We apologize for any confusion resulting from the timing of your receipt of the inform.</p>	

Q	How can I check whether my account registration has been successfully completed?
<p>◇Procedure via the Internet (Web):</p> <p>If the “registration completed” screen appeared at the end of the procedure, the registration is complete. Your payment account information will be available on MyWASEDA (portal site accessible by students) within about two weeks after completing registration.</p> <p>◇Procedure in writing:</p> <p>The payment account information will be available on the portal site MyWASEDA within about two months after the document is mailed to the University.</p> <p>◆Related question</p> <p>Q How can I check my registered account information? ← See here for how to check it via MyWASEDA.</p> <p>Q I have completed the registration procedure but have not received a completion email. What should I do? ← See here for an example of the “registration completed” screen.</p>	

Q	I wish to pay using a payment slip due to unavoidable circumstances. Do I need to perform some procedure to do so?
<p>If you do not perform the procedure for the automatic debit transfer agreement, the payment will be automatically made using a payment slip, so no special procedure is required.</p> <p>◆Related question</p> <p>Q What means are available for paying tuition and fees?</p> <p>Q Can I change the means of paying tuition and fees?</p>	

Q	How can I change my tuition payment account?
Refer to Q How can I change my tuition payment account? .	

General inquiries about the payment of tuition and fees

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13. [Is it possible to register a “当座預金\(checking\)” account or a “貯蓄預金” account as a tuition payment account?](#)
14. [I am the account holder of the account registered as a tuition payment account and have changed my name. What should I do?](#)
15. [I have missed the deadline for registering my account. What should I do?](#)
16. [Is payment by automatic debit transfer also available for non-degree students and research students?](#)

Registration using the online Waseda University Tuition Payment Account Web Registration System

1. [Why do I need to enter the PIN, etc. for my cash card?](#)
2. [I am not sure about the authentication information specified by my financial institution. What should I do?](#)
3. [I would like to register a Mizuho Bank account, but I do not use Internet banking \(Mizuho Direct\). What should I do?](#)
4. [I entered my correct student ID number and date of birth, but I cannot log into the system. What should I do?](#)
5. [Why is the student's name displayed in "Japanese katakana" after login?](#)
6. [After logging in, I found that the student's name displayed is incorrect. What should I do?](#)
7. [After transitioning to the SMCC Payment Station page, I searched for the financial institution I wanted to register on the financial institution selection screen, but it did not appear. What should I do?](#)
8. [I got an error on the SMCC Payment Station/Financial institution authentication page, but I do not know how to fix the error. What should I do?](#)
9. [I designated Japan Post Bank, so I will be contacted by SMS or automated phone call to the phone number I registered when I opened my account, but I am no longer using the registered phone number \(or I am not sure which phone number I registered\). What should I do?](#)
10. [I have completed the registration procedure but have not received a completion email. What should I do?](#)
11. [The registration procedure requires the account holder's name in "Japanese katakana," but my cash card only shows the name in alphabetical characters. What should I do?](#)
12. [I am worried about entering my cash card PIN or other authentication information over the Internet.](#)
13. [I entered the account holder's name in Japanese katakana on the SMCC Payment Station account information entry screen, but I get an error saying "Invalid characters are included." What should I do?](#)
14. [After logging in, the "Name of student" is displayed on the "Check student's details" screen, but it is incorrect. What should I do?](#)

Tuition payment account registration using the Application Form for Automatic Debit Transfer of

Tuition and Fees (document)

1. [I made a mistake in filling out the Application Form. Do I have to fill out a new form?](#)
2. [I could not affix the seal registered with the financial institution properly. Can I affix the seal again in the margin and submit the Application Form?](#)
3. [I do not know the financial institution code and branch code. May I submit the form leaving those fields blank?](#)
4. [Why can't I register my tuition payment account with a dedicated Internet bank in writing?](#)
5. [I registered my signature, not my seal, when I opened my account. Can I write my signature in the "Seal of your account" field instead?](#)
6. [My account is a seal-free account. Can I leave the "Seal of your account" field blank?](#)
7. [Can I submit the Application form to my undergraduate school/graduate school/school office?](#)
8. [Can I submit the Application Form directly to the financial institution instead of the University?](#)
9. [There is a field for entering the account holder's name in Japanese katakana, but my cash card only shows the name in alphabetical characters. What should I do?](#)

General inquiries about paying tuition and fees		
No	Question	Answer
1	What means are available for paying tuition and fees?	In principle, <u>all tuition and fee payments must be made by automatic debit transfer from a deposit account at a financial institution in Japan.</u> If payment by automatic debit transfer is difficult due to unavoidable circumstances, you can pay tuition and fees using a payment slip. If you do not perform the procedure to register a payment account, the payment will be automatically made using a payment slip (so if you wish to pay using a payment slip, no special procedure is required). "Flywire, an international money transfer service" is also available, but only when the person who is actually responsible for paying tuition and fees resides outside Japan. If you wish to pay by using Flywire, an international money transfer service, please contact your <u>undergraduate school/graduate school/school office</u> .
2	Can I change the means of paying tuition and fees?	<p>If you are paying using a payment slip, you can change your payment method to automatic debit transfer. Please refer to the information on this website and complete the procedure online using the Waseda University Tuition Payment Account Web Registration System or by mailing the Application Form for Automatic Debit Transfer of Tuition and Fees (document). If the procedure is completed by the deadline, your payment will be changed to automatic debit transfer for the semester in which the change was made. If you are paying by automatic debit transfer and wish to change to payment using a payment slip due to unavoidable circumstances, please contact your <u>undergraduate school/graduate school/school office</u>. Whenever possible, we would appreciate your cooperation in paying by automatic debit transfer.</p> <p>All current students, including those enrolled before April 2023, will be able to use the Waseda University Tuition Payment Account Web Registration System from October 2023.</p>
3	<p>[Automatic debit transfer] When is the debit date of tuition and fees? *Debit transfer dates from the 2024 spring semester</p>	<p><u>May 5: Debit transfer of tuition and fees for the spring semester</u> <u>October 5: Debit transfer of tuition and fees for the fall semester</u></p> <p>For extended students (students who are enrolled for more than the standard number of years, including those who are enrolled for more than the standard number of years due to a leave of absence, study abroad, etc.) and students who have not advanced to the next grade, the debit transfer dates are as follows: <u>July 5: Debit transfer of tuition and fees for the spring semester</u> <u>December 5: Debit transfer of tuition and fees for the fall semester</u></p> <p>The Notification for Automatic Debit Transfer of Tuition and Fees (Postcard) will be sent to tuition payers registered with the University about 10 days before the automatic debit transfer date. The postcard contains the debit amount, automatic debit transfer date, and other information.</p> <p>*If the scheduled debit transfer date falls on a financial institution holiday, the transfer will take place on the financial institution's next business day. *Tuition and fees for the fall semester of 2023 will be deducted on October 2 (or December 1). Beginning with the spring semester of 2024, the debit transfer dates for all current students will be changed to the dates specified above.</p>
4	<p>[Automatic debit transfer] What should I do if the funds were not deducted from my account due to an insufficient balance?</p>	<p>Case 1. When the original debit transfer dates are: <u>May 5: Debit transfer of tuition and fees for the spring semester</u> <u>October 5: Debit transfer of tuition and fees for the fall semester</u></p> <p>The second debit transfer will take place on the following dates, respectively. July 5: Second debit transfer of tuition and fees for the spring semester December 5: Second debit transfer of tuition and fees for the fall semester</p> <p>You do not need to contact the University.</p> <p>Case 2. When the original debit transfer dates are: <u>July 5: Debit transfer of tuition and fees for the spring semester</u> <u>December 5: Debit transfer of tuition and fees for the fall semester</u></p> <p>No second debit transfer will take place. A payment slip will be sent about two to three weeks later. Please pay at the service counter of a financial institution (other than Japan Post Bank) upon receiving the payment slip. You do not need to contact the University.</p>

		You will not be disadvantaged in any way in your coursework, etc. due to a failure to pay tuition and fees. However, please note that if tuition and fees are not paid by the end of the semester, you will be dismissed from the school due to nonpayment of tuition and fees in accordance with the school regulations. If for any reason you are unable to pay by the due date, please immediately consult with your undergraduate school/graduate school/school office .
5	[Automatic debit transfer] I have lost the Notification for Automatic Debit Transfer of Tuition and Fees (Postcard). Can you reissue it?	We are sorry, but we cannot reissue it. If you need a breakdown of the fee items, please request a Certificate of Payment of Tuition and Fees from your undergraduate school/graduate school/school office .
6	[Payment slip] What is the delivery date for the payment slip, and when is the payment deadline?	<p><u>[Dates of dispatch from the University]</u> <u>Around April 1: Payment slip for tuition and fees for the spring semester</u> <u>Around September 20: Payment slip for tuition and fees for the fall semester</u></p> <p><u>[Payment deadlines]</u> <u>April 15: For the spring semester</u> <u>October 1: For the fall semester</u></p> <p>For extended students (students who are enrolled for more than the standard number of years, including those who are enrolled for more than the standard number of years due to a leave of absence, study abroad, etc.) and students who have not advanced to the next grade, the dates of dispatch and the payment deadlines are as follows:</p> <p><u>[Dates of dispatch from the University]</u> <u>Around June 20: Payment slip for tuition and fees for the spring semester</u> <u>Around November 20: Payment slip for tuition and fees for the fall semester</u></p> <p><u>[Payment deadlines]</u> <u>June 30: For the spring semester</u> <u>November 30: For the fall semester</u></p> <p>If payment is not made by the deadline, a payment slip will be reissued and sent to you with the following schedule. As the payment deadline has already passed, please pay upon receiving the reissued payment slip.</p> <p><u>[Dates of dispatch from the University]</u> <u>Around July 20: Payment slip for tuition and fees for the spring semester</u> <u>Around December 20: Payment slip for tuition and fees for the fall semester</u></p> <p>*The above are the dates of dispatch from the university, and you will receive it two or three days later at your address. (The payment slip will be sent by regular mail). * If the scheduled debit transfer date falls on a financial institution holiday, it will be extended to the financial institution's next business day.</p>
7	[Payment slip] Can I pay tuition and fees using an ATM or Internet banking?	Payment of tuition and fees using an ATM or Internet banking may be treated as nonpayment. This is because we may not be able to identify who made the payment, so please pay at the service counter of a financial institution (other than Japan Post Bank). We would appreciate your cooperation in paying by automatic debit transfer to the extent possible.
8	[Payment slip] I have lost my payment slip. What should I do?	If you would like a payment slip to be reissued, please contact your undergraduate school/graduate school/school office .
9	[Payment slip] The deadline for the payment slip at hand has passed. Can I still use this payment slip?	Please consult with your undergraduate school/graduate school/school office before bringing it to the service counter of your financial institution.
10	Where will I receive the Notification for Automatic Debit Transfer of Tuition and	We will send it by mail to the tuition payer residing in Japan registered with the University under the enrollment procedures. Only students will be able to confirm the "tuition payer" registration status on MyWASEDA (portal site accessible by students). If you wish to change the "tuition payer," please contact your undergraduate school/graduate

	Fees (Postcard) or payment slip?	school/school office because doing so requires a written procedure. Tuition payers who can be registered with the University are limited to residents of Japan. Therefore, if the person actually responsible for paying tuition and fees resides outside of Japan, the student him/herself will be the tuition payer in principle.
11	How can I check the breakdown of the tuition and fee items?	<p>[Automatic debit transfer] A breakdown of the fee items is provided in the Notification for Automatic Debit Transfer of Tuition and Fees (Postcard).</p> <p>[Payment slip] A breakdown of the fee items is given on the payment slip.</p> <p>If you do not have either of them, please request a Certificate of Payment of Tuition and Fees from your undergraduate school/graduate school/school office.</p>
12	Is there a system for paying tuition and fees in installments or in a lump sum (prepayment)?	Tuition and fees must be paid each semester (spring/fall). The amount billed per semester cannot be paid in installments (monthly installments, etc.). Please also note that tuition and fees for the following semester(s) or academic year(s) cannot be paid in a lump sum (prepayment).
13	Is there a deferred payment system for tuition and fees?	If tuition and fees are not paid by the end of the semester, you will be dismissed from the school due to nonpayment of tuition and fees in accordance with the school regulations. However, if you submit an Application for Deferred Payment of Tuition and Fees, you may be permitted to defer payment of tuition and fees for a certain period. If you cannot pay the tuition and fees by the specified date, please immediately consult with your undergraduate school/graduate school/school office .
14	Can I receive a receipt for the payment of tuition and fees?	<p>[Automatic debit transfer] In principle, the University will not issue receipts for payments made by automatic debit transfer. Please confirm the transfer results using your bankbook, Internet banking statements, etc. If you need proof of the amount of tuition and fees paid or a breakdown of the fee items, please refer to the Notification for Automatic Debit Transfer of Tuition and Fees (Postcard) sent to tuition payers.</p> <p>[Payment slip] The stub returned to you at the financial institution's service counter will serve as the receipt for tuition and fees (which includes a breakdown of the fee items).</p> <p>If the above methods do not fully meet the requirements or if you are asked to submit a payment certificate, we will issue a Certificate of Payment of Tuition and Fees (Japanese/English) (free of charge). If you need one, please contact your undergraduate school/graduate school/school office. It takes about one week to receive the certificate, so please contact us well in advance. <u>If you need a certificate with the date of payment, please apply for a certificate about one month after payment. Please note that you cannot apply for or receive a certificate through the certificate issuing system.</u></p>
15	What are the contents of the Certificate of Payment of Tuition and Fees?	<p>The contents of the Certificate of Payment of Tuition and Fees (Japanese/English) are as follows:</p> <ul style="list-style-type: none"> • Student ID number/Name of student/Affiliation (name of undergraduate school/graduate school/school) • Year/Semester covered by the certificate • Fee items (with a breakdown) and respective amounts • Total amount • Date of payment (if payment has already been made) <p>→ Only one certificate will be issued per semester. → <u>If you need a certificate with the date of payment, please apply for a certificate about one month after the payment.</u> → The certificate is printed on paper with a Waseda University watermark and stamped with the University's official seal.</p>
16	Is payment by automatic debit transfer also available for non-degree students and research students?	Automatic debit transfer is not available for non-regular students (non-degree students and research students). Please pay using the payment slip provided by your undergraduate/graduate school office. Details about payment methods will be provided by your undergraduate school/graduate school/school office.

General inquiries about the registration of a tuition payment account

No	Question	Answer
1	When should new students register their tuition payment account?	New students should register their tuition payment account after enrollment . Account registration will begin in mid-April for April enrollees and early-October for September enrollees. When the registration procedure becomes available, we will also notify you at your Waseda email address. (For students of Waseda University Senior High School,

		Waseda University Honjo Senior High School, and Waseda University Junior High School, we will send a notification to their guardians.) After receiving the email, please complete the procedure within one month to the extent possible. (You can complete the procedure at any time even after one month has passed.) If you wish to perform the procedure in writing, please do not send a written document by mail prior to enrollment or enclose it with enrollment procedure documents.
2	I entered my account information at the time of enrollment. Do I need to register my account again?	We ask students to register information on two different accounts: a "student's personal bank account," which is used to receive funds from the University (scholarships and wages from part-time jobs at the University), and a "tuition payment account," which is used for withdrawals of tuition and fees. The account registered under the enrollment procedures is the "student's personal bank account" (in some cases, the "student's personal bank account" may not have been registered under the enrollment procedures). A "tuition payment account" is an account from which tuition and fees charged by the University will be deducted. Students are required to register a tuition payment account with a financial institution via the Internet (web) or by sending the specified document. It is possible to register the personal bank account you registered as your tuition payment account, but in such cases, you will also need to perform the procedure with the financial institution via the Internet (web) or in writing.
3	Can I register a tuition payment account either via the Internet (web) or by mailing a written document?	We recommend that you register via the Internet (using the Waseda University Tuition Payment Account Web Registration System), which enables you to complete the procedure instantly. However, in cases where the financial institution does not support the Internet (web) procedure or other unavoidable cases, you can send the Application Form for Automatic Debit Transfer of Tuition and Fees (document) to the University by mail. In the case of a written document, it takes approximately two months to complete the process. In either case, no fees will be charged.
4	When is the first automatic debit transfer date (debit date) for new students?	April enrollees: The first automatic debit transfer for the fall semester tuition and fees will take place on October 5 of the year of enrollment. September enrollees: The first automatic debit transfer for the spring semester tuition and fees will take place on May 5 of the following year of enrollment. * After enrollment, tuition and fees (admission fee, school expenses and other fees) for the first semester are paid at the time of the enrollment procedures. * If the scheduled debit transfer date falls on a financial institution holiday, the transfer will take place on the financial institution's next business day.
5	Whose account can I register as a tuition payment account?	The account holder can be either the student, their guardian, tuition payer, or anyone else (There is no problem even if the tuition payer and the registered account holder are different). As a general rule, the account registration procedure should be performed by the account holder themselves.
6	Do I need to register a tuition payment account again if I advance to a higher-level course or change undergraduate/graduate schools within Waseda University?	<u>Even if you are designating the same account, please perform the procedure again with your new student ID number in all of the following patterns.</u> (If the student ID number is changed, the account information will not be transferred.) <ul style="list-style-type: none"> • Waseda University Junior High School → Waseda University Senior High School • Waseda University Senior High School/Waseda University Honjo Senior High School → Undergraduate school • Undergraduate school → Graduate school (master's program/consistent five-year doctoral program) • Graduate school (master's program) → Graduate school (doctoral program) <p>Students who have been assigned a new student ID number due to changing their undergraduate school, graduate school, department, major, course, etc. are also required to follow the account registration procedure again.</p>
7	Is it possible to register a non-resident yen deposit account (for foreign nationals whose period of stay in Japan is less than six months) as a tuition payment account?	If a cash card has been issued for the account, it is often possible to register it as a tuition payment account, but this depends on the financial institution. For details, please contact the financial institution where you opened your account. If you cannot register an account, please pay using a payment slip, or Flywire which is an international money transfer service. Six months after your arrival in Japan, you can convert your non-resident account to an ordinary savings account, so please be sure to register your tuition payment account. You can register your non-resident account held with Japan Post Bank as a tuition payment account if you wish to do so.
8	How can I check my registered account information?	If you register via the Internet (web), your payment account information will be available on MyWASEDA (portal site accessible by students) within about two weeks after completing registration. (To check tuition and fee payments, please log in to "My WASEDA" and click the menu on the left-hand side of "Home" → "View/Update

		Your Own Profile “ → “Update Student Profile “ → “Debit Account Information for Tuition Fees.”) In the case of registering with a document, the payment account information will be available on the portal site MyWASEDA within about two months after the document is mailed to the University. Guardians and tuition payers cannot log in to MyWASEDA, so if they wish to check the payment account information, they will need to ask students to do it for them.
9	Do I have to go through the account registration process for each automatic debit transfer?	Once the registration procedure has been completed, the funds will be automatically debited from the same account until graduation (completion of studies).
10	How can I change my tuition payment account?	<p>If you wish to change the payment account, please follow the same procedure as for account registration via the Internet (web) or in writing. The most recent registered account will be the valid one. (The account information registered with the University will be overwritten each time the procedure is performed.) You may change your account as many times as you wish during your enrollment, but depending on the timing of the procedure, please note that the change may not be reflected in time for the next automatic debit transfer. Deadlines for the change procedure are as follows:</p> <p>Change procedure via the Internet (web): Please complete the procedure approximately six weeks before the debit transfer date.</p> <p>Change procedure in writing: Please submit the specified document to the University by mail approximately three months before the debit transfer date.</p> <p>If you have registered your tuition payment account before August 2023 by bringing a duplicate copy of the Application Form for Automatic Debit Transfer of Tuition and Fees (document) to a financial institution, you will be able to change the tuition payment account after October 2023 via the Internet (web) or by mailing the specified document to the University.</p>
11	Do I need to cancel the automatic debit transfer agreement after graduation (completion of studies)?	Tuition and fees will not be debited from your tuition payment account after graduation (completion of studies), so no special cancellation procedure is required. The automatic debit transfer agreement will be automatically terminated if the University does not make a debit request to the financial institution for a certain period of time. If you wish to cancel the automatic debit transfer agreement immediately for any reason, please contact your designated financial institution directly (cancellation cannot be done through the University). International students who will be leaving Japan after graduation (completion of studies) and have no immediate plans to return to and reside in Japan are required to close their accounts at their financial institution before leaving Japan.
12	Is it possible to register an account in the name of a corporation as a tuition payment account?	<p>Yes, it is possible. However, as registration via the Internet (web) is not available for this option, register the account using the Application Form for Automatic Debit Transfer of Tuition and Fees (document). Please be sure to enter the name of the corporation and the title and name of the representative in full for the account name.</p> <p>Entry example: 株式会社早稲田商事 代表取締役社長 早稲田 太郎 Waseda Shoji Co., Ltd., President and Representative Director, Taro Waseda, (Japanese Katakana: カブシキガイシャワセダシヨウジ ダイヒヨウトリシマリヤクシヤチヨウ ワセダ タロウ)</p> <p>Please note that only an ordinary savings account or a checking account can be registered. If you are registering a checking account, you cannot use the Application Form for Automatic Debit Transfer of Tuition and Fees posted on our website. Please use the Inquiry Form to let us know that you wish to register a checking account and the mailing address for sending you a special application form.</p>
13	Is it possible to register a “当座預金(checking)” account or a “貯蓄預金” account as a tuition payment account?	A “貯蓄預金” account cannot be registered as a tuition payment account. If you are registering a “当座預金(checking)” account, you cannot register via the Internet (web) or use the Application Form for Automatic Debit Transfer of Tuition and Fees posted on our website. Please use the Inquiry Form to let us know that you wish to register a “当座預金(checking)” account and the mailing address for sending you a special application form. Whenever possible, please register your “普通預金(ordinary savings)” account.
14	I am the account holder of the account registered as a tuition payment account and have changed my name. What should I do?	If you wish to continue to use the same account as your tuition payment account, please first change the account holder's name at your financial institution. Then, please follow the same procedure as for account registration via the Internet (web) or in writing

15	I have missed the deadline for registering my account. What should I do?	<p>You can still register your account after the deadline.</p> <p>However, your account registration will not be complete in time for this debit transaction if you have missed the deadline provided in the notification on the Accounting Section's website, "Key points to remember when using the Waseda University Tuition Payment Account Web Registration System (K-front) " No.9. (The same will apply when you perform the procedure using the dedicated terminal (CREPiCO)).</p> <p>If for some reason it is difficult to complete the procedure online, you can send written documents to the University by mail. In the case of written documents, it takes approximately two months to complete the process after submission to the University. Therefore, please submit the document to the University by mail <u>approximately three months before</u> the debit transfer date. If the financial institution points out that something is missing, the University will return the documents to the tuition payer and ask you to resubmit the documents, which will take more time.</p> <p>[Handling of missed deadlines]</p> <p>New registration: Since your tuition payment account has not been registered yet, we will send a Tuition and Fees Bank Payment Slip to the tuition payer registered with us.</p> <p>Change of account: We will arrange an automatic debit transfer from the previous tuition payment account.</p>
16	My WASEDA shows the wrong information about my registered tuition payment account. What should I do?	<p>Please contact us about the issue using this Inquiry Form. Make sure to include your name and student ID number.</p> <p>If you register a Japan Post Bank account as your payment account, the branch name that appears on the portal differs from the branch number (part of the receiving account number) you see on your bankbook. For Japan Post Bank accounts, the branch code is converted into a branch name as below.</p> <p>• Branch code "12340" → Branch name "234" (second to fourth digits of the code)</p> <p>* The personal account is used when Waseda University needs to send money directly to the student. For this purpose, the university uses the branch number (receiving account number) provided on the bankbook.</p>

Registration using the online Waseda University Tuition Payment Account Web Registration System
















No	Question	Answer
1	Why do I need to enter the PIN, etc. for my cash card?	The automatic debit transfer is a system for deducting tuition and fees charged by the University from the account designated by the tuition payer and depositing them into the University account. This is based on the three-party automatic debit transfer agreement between the account holder, the financial institution, and the University. Entering the PIN or other authentication information confirms that the account holder agrees to this agreement and that the account holder themselves is registering the account.
2	I am not sure about the authentication information specified by my financial institution. What should I do?	Authentication information other than the cash card PIN may be required, depending on the financial institution. If you are not sure, please stop the registration procedure and contact your financial institution or register your tuition payment account by mailing the Application Form for Automatic Debit Transfer of Tuition and Fees (document). If incorrect authentication information is entered multiple times, a lock may be applied to restrict transactions. In principle, only online procedures are restricted, but please be aware that some financial institutions may also restrict cash card withdrawals and other transactions . The University cannot unlock the account, so the account holder must go to the financial institution to cancel the lock.
3	I would like to register a Mizuho Bank account, but I do not use Internet banking (Mizuho Direct). What should I do?	If you designate a Mizuho Bank account for web registration, it is a prerequisite that you use Internet banking (Mizuho Direct). Please apply for Internet banking (Mizuho Direct) before performing the registration procedure, or register your tuition payment account by mailing the Application Form for Automatic Debit Transfer of Tuition and Fees (document).
4	I entered my correct student ID number and date of birth, but I cannot log into the system. What should I do?	If someone other than the student, such as their guardian or tuition payer, is logging into the system, please confirm the student ID number with the student. For the eight-digit student ID number, enter alphanumeric characters in upper-case. Note the difference between "0 (zero)" and the letter "O," "1 (one)" and the letter "I," etc. The hyphen and the number after the hyphen (CD: check digit) do not need to be entered. Enter the student's date of birth. If you are still unable to log in after entering the correct student ID number and date of birth, please use the Inquiry Form to let us know the situation. When contacting us, be sure to provide the student's name, student ID number, and student's date of birth.
5	Why is the student's name displayed in	If a student's name uses "Gaiji" (external characters), the characters will be garbled on PCs and smartphones other than those installed at the University, so the full name is displayed in Japanese katakana characters. As there is no problem with the account

	"Japanese katakana" after login?	registration procedure, you can continue with the procedure. During the registration procedure, you will be asked to enter the account holder's name in kanji characters, but environment-dependent kanji characters such as "高" cannot be entered, so please replace them with Jyoyo Kanji (commonly used characters) or enter them in Japanese katakana.
6	After logging in, I found that the student's name displayed is incorrect. What should I do?	<p>◆When you have completed the name correction procedure at your school office after enrollment Your name entered before the correction will be displayed on the screen, even after it has been corrected. You can register your tuition payment account as long as your name before the correction matches and your student ID number displayed on the screen is correct. You can then proceed with the registration.</p> <p>◆When your name has changed after enrollment, but you have not completed the name correction procedure at your school office yet Please contact your school office if you wish to correct your name. Your name entered before the correction will be displayed on the screen, even after it has been corrected. You can register your tuition payment account as long as your name before the correction matches and your student ID number displayed on the screen is correct. You can then proceed with the registration.</p> <p>◆When the name of another person is displayed Please stop the procedure and use the Inquiry Form to let us know. When contacting us, please be sure to provide the student's name, student ID number, and student's date of birth.</p>
7	After transitioning to the SMCC Payment Station page, I searched for the financial institution I wanted to register on the financial institution selection screen, but it did not appear. What should I do?	<p>If you wish to register an account with Japan Agricultural Cooperatives, select “シ” (shi) on the screen to choose the initial letter of the financial institution, and “JA バンク（農協・信連）” (JA Bank [Agricultural Cooperatives and Credit Federation]) will appear as an option. Almost all financial institutions in Japan can be registered, but some may not accept registration via the Internet (web). For example, accounts held with trust banks cannot be registered on the Internet. If you wish to register your account held with a trust bank, please complete an Application Form for Automatic Debit Transfer of Tuition and Fees and send it to us by ordinary mail. To register an account held with a trust bank as a tuition payment account, you must have an account with one of Mizuho Trust & Banking, Sumitomo Mitsui Trust Bank, Mitsubishi UFJ Trust and Banking, or SMBC Trust Bank. Please check the following website for financial institutions eligible for Internet (web) registration. List of Partner Financial Institutions (Internet method) Sumitomo Mitsui Card(smbc-card.com) ※Japanese Only</p> <p>If you wish to designate an account at a financial institution not listed in the link above, please register your tuition payment account by mailing the Application Form for Automatic Debit Transfer of Tuition and Fees (document). For financial institutions that do not accept registration in writing (automatic debit transfer itself is not allowed), please check below. If the financial institution is on the list, please designate another financial institution or make payment using a payment slip. List of Non-affiliated Financial Institutions for Automatic Debit Transfer ※Japanese Only</p>
8	I got an error on the SMCC Payment Station/Financial institution authentication page, but I do not know how to fix the error. What should I do?	Please stop the registration procedure and use the Inquiry Form to let us know. (Please provide us with the details of the error, including the error message text, to the extent as possible.) We may not be able to investigate an error that occurred on the financial institution's authentication page. In such a case, we will inform you about it and ask you (account holder) to directly contact the financial institution or register your tuition payment account by mailing the Application Form for Automatic Debit Transfer of Tuition and Fees (document).
9	I designated Japan Post Bank, so I will be contacted by SMS or automated phone call to the phone number I registered when I opened my account, but I am no longer using the registered phone number (or I am not sure which phone number I registered). What should I do?	<p>When designating Japan Post Bank, please refer to the following website for the authentication procedure by the financial institution. Automatic Debit Transfer Acceptance Service Operation Method (Web acceptance method) –Japan Post Bank (japanpost.jp) ※Japanese Only</p> <p>If you are not sure about the phone number you registered when you opened your account or if you wish to change your phone number, please confirm or change it in advance through Internet banking (Japan Post Direct) or at a Japan Post Bank service counter. If confirmation or change is difficult for any reason, please register your tuition payment account by mailing the Application Form for Automatic Debit Transfer of Tuition and Fees (document).</p>

10	<p>I have completed the registration procedure but have not received a completion email. What should I do?</p>	<p>There may be an error in the registered email address, or the email may have been recognized as spam mail. However, even if you have not received a completion email, if the following screen appeared at the end of the procedure, the registration is complete. Please refrain from making an inquiry to the University about the registration status. If you have not received an email and the following screen did not appear, it is possible that your registration has not been completed. In such a case, please perform the registration procedure again. Only the most recent registered account will be valid as a tuition payment account. Rest assured that your tuition and fees will never be deducted twice even if you perform the procedure multiple times.</p> <div data-bbox="448 360 1484 824"> </div> <p>*After authentication by the financial institution, you must always click "お申込受付サイトへ戻る" on the SMCC Payment Station page.</p> <div data-bbox="448 891 1083 1435"> </div>
11	<p>The registration procedure requires the account holder's name in "Japanese katakana," but my cash card only shows the name in alphabetical characters. What should I do?</p>	<p>Most accounts opened at financial institutions in Japan, including those of foreign nationals, are registered with an account name in Japanese katakana. Modern cash cards are often combined with debit and credit cards, so they often show the name only in alphabetical characters. In general, however, automatic debit transfer procedures and processing are conducted in Japanese katakana account names, so account names in Japanese katakana are also required for registration. If you are still unsure about the account holder's name in Japanese katakana after checking your cash card, bankbook, etc., please contact your financial institution before proceeding further.</p> <p>If the financial institution confirms that the account holder's name is registered only in alphabetical characters (mainly for foreign nationals), please register your tuition payment account by mailing the Application Form for Automatic Debit Transfer of Tuition and Fees (document) and attach a note stating, "I have confirmed with the financial institution that no account name in Japanese katakana is registered, only name in alphabetical characters."</p>
12	<p>I am worried about entering my cash card PIN or other authentication information over the Internet.</p>	<p>You are required to enter your cash card PIN or other authentication information on the authentication page opened by each financial institution, which is a necessary security measures. Please be assured that the PIN or other authentication information you enter will never be notified to the University or Sumitomo Mitsui Card Co., Ltd, nor will such information be stored by the University or Sumitomo Mitsui Card Co., Ltd. If you are still unsure about the security, we recommend that you register your tuition payment account by mailing the Application Form for Automatic Debit Transfer of Tuition and Fees (document).</p>

13	I entered the account holder's name in Japanese katakana on the SMCC Payment Station account information entry screen, but I get an error saying "Invalid characters are included." What should I do?	<p>In half-width Japanese katakana for account names, small half-width characters "ヤ," "ユ," "ヨ," "ツ," "ア," "イ," "ウ," "エ," and "オ" must be expressed as regular half-width characters. In addition, please replace "ヲ" with "オ," and the long sound symbol "ー" with a half-width minus key "-."</p> <p><Half-width characters that can be used for an account holder's name (SMCC Payment Station) ※Japanese Only></p> <p>■口座名義で利用できる半角文字は以下の通りです。</p> <ol style="list-style-type: none"> 1. 数字:0123456789 2. カナ文字(但し、「ヲ」と小文字のアイウエオヤユヨは使用できません) 3. 英大文字(英小文字は使用できません) 4. 濁点、半濁点: ゃ 5. 右記の4つ記号:(-) (「」はピリオド、「-」はマイナスです。) 6. 半角スペース <p>※日本語入力で入力する場合、通常全角として入力されますのでご注意ください。</p>
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Tuition payment account registration using the Application Form for Automatic Debit Transfer of Tuition and Fees (document)

No	Question	Answer										
1	I made a mistake in filling out the Application Form. Do I have to fill out a new form?	An Application Form containing a correction made by affixing a correction seal may not be accepted, depending on the financial institution's acceptance criteria, so you may be asked to resubmit a new Application Form. If the Application Form (that may not be accepted) is transferred between the financial institution, the University, and the tuition payer (student, guardian, etc.), it will take a considerable amount of time and the account registration may not be made in time for the automatic debit transfer. Therefore, in principle, if you make a mistake (including an error in affixing the seal registered with the financial institution), please download and print the form, and fill it out again.										
2	I could not affix the seal registered with the financial institution properly. Can I affix the seal again in the margin and submit the Application Form?	<p>As in the case of making a mistake, an Application Form with more than one seal affixed on it (double stamp) may not be accepted, depending on the financial institution's acceptance criteria. Therefore, please download and print the form, and fill it out again. Generally, the following imprints will not be accepted by financial institutions.</p> <table><tr><td>にじみ /Blotted</td><td>かすれ /Blurred</td><td>欠け /Incomplete</td><td>二重 /Doubled</td><td>枠からはみ出し /Out of frame</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	にじみ /Blotted	かすれ /Blurred	欠け /Incomplete	二重 /Doubled	枠からはみ出し /Out of frame					
にじみ /Blotted	かすれ /Blurred	欠け /Incomplete	二重 /Doubled	枠からはみ出し /Out of frame								
												
3	I do not know the financial institution code and branch code. May I submit the form leaving those fields blank?	<p>In principle, the University will not make any additions or corrections to the submitted Application Form, so the account holder must look up the codes and fill them in him/herself. They are usually printed on the cash card, bankbook, etc. You can also easily find the codes on the financial institution's website or using an Internet search site, etc.</p> <p>If you still have difficulty filling in the form, you can submit the form leaving the bank and branch code fields blank. In such cases, please be sure to <u>clearly indicate the bank and branch names</u> because if they are unclear, the University will not be able to look up them up and will have to return the Application Form as incomplete.</p>										
4	Why can't I register my tuition payment account with a dedicated Internet bank in writing?	<p>As a general rule, all procedures related to an account at a dedicated Internet bank must be performed online. Even if you send the Application Form for Automatic Debit Transfer of Tuition and Fees (document) by mail, it will not be accepted and will be returned to you. Please complete the account registration procedure via the Internet (web).</p> <p><Banks that only accept registration via the Internet (web)> AEON Bank, au Jibun Bank, GMO Aozora Net Bank, SBI Sumishin Net Bank, Seven Bank, Sony Bank, PayPay Bank, Rakuten Bank</p>										
5	I registered my signature, not my seal, when I opened my account. Can I write my signature in the "Seal of	Yes, please write in the signature registered with your financial institution in the "Seal of your account" field.										

	your account" field instead?	
6	My account is a seal-free account. Can I leave the "Seal of your account" field blank?	If you have a seal-free account (account that requires no seal registration), you can leave the "Seal of your account" field blank. Please submit the Application Form with a note stating that your account is a seal-free account. If a note stating that the account is a seal-free account is not attached, the Application Form will be returned for the reason that the seal is missing (the University cannot determine whether the applicant has failed to affix a seal or the account is a seal-free account).
7	Can I submit the Application form to my undergraduate school/graduate school/school office?	All operations, including verification and submission of Application Forms to financial institutions, are outsourced to Waseda University Academic Solutions Corporation, a subsidiary of Waseda University. If you submit the Application Form to your undergraduate school/graduate school/school office, it may cause difficulties in the form's acceptance and management, so please submit the Form by mail using the mailing label. (The postage fee is paid by the recipient, so you do not have to pay for the mailing cost.)
8	Can I submit the Application Form directly to the financial institution instead of the University?	The Application Form cannot be submitted directly to a financial institution. It must be submitted via the University, so please submit the Form to the University by mail using the mailing label. (The postage fee is paid by the recipient, so you do not have to pay for the mailing cost.) *Please note that the method of registering a tuition payment account by bringing a duplicate copy of the Application Form for Automatic Debit Transfer of Tuition and Fees to a financial institution's service counter will be discontinued as of August 2023.
9	There is a field for entering the account holder's name in Japanese katakana, but my cash card only shows the name in alphabetical characters. What should I do?	Most accounts opened at financial institutions in Japan, including those of foreign nationals, are registered with an account name in Japanese katakana, whereas modern cash cards are often combined with debit and credit cards, so they often show the name only in alphabetical characters. In general, however, automatic debit transfer procedures and processing are conducted using Japanese katakana account names, so account names in Japanese katakana are also required for registration. If you are still unsure about the account holder's name in Japanese katakana after checking your cash card, bankbook, etc., please contact your financial institution before proceeding further. If the financial institution confirms that the account holder's name is registered only in alphabetical characters (mainly for foreign nationals), please enter the alphabetical letter name in the "Account name in Japanese katakana" field and attach a note stating, "I have confirmed with the financial institution that no account name in Japanese katakana is registered, only name in alphabetical characters."