

## Key points to remember when using the Waseda University Tuition Payment Account Web Registration System (K-front)

Waseda University

Important: Supported OSs and browsers

PC: OS: Windows 10 and 11 / Browsers: Edge and Chrome

Smartphones and tablets: OSs: iOS 12, 13, 14, 15, 16, 17 and 18    Android 9, 10, 11, 12, 13, 14 and 15 /

Browsers: Safari and Chrome \* You may not be able to use an iPad if you specify an account held with a shinkin

bank. Please use any of the PCs or smartphones with the above recommended environments.

No.1	Your authentication credentials, such as personal identification number (PIN), are required when a financial institution verifies your identity to determine that you are the holder of your bank account held with that financial institution. The University will not be notified of your authentication credentials held with your financial institution.
No.2	You cannot register on the Internet an account held with a trust bank. If you wish to register your account held with a trust bank, please follow the necessary procedures using the Application Form for Automatic Debit Transfer of Tuition and Fees (in writing) provided below. 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.
No.3	Terms and conditions and information required for registration vary depending on the financial institution. If you specify an account held with Japan Post Bank, you need to enter your registered telephone number and a one-time password sent to the telephone number. If you do not know your registered telephone number, please use Yucho Direct or contact a Japan Post Bank branch to find out which telephone number that you registered when you opened your account. If you specify an account held with Mizuho Bank, you must use its Internet banking (Mizuho Direct).
No.4	You cannot register on the Internet a checking account or an account held in the name of a company. If you wish to register your account held in the name of a company (that is a savings account), please follow the necessary procedures using the Application Form for Automatic Debit Transfer of Tuition and Fees (in writing) provided below. If you wish to register your checking account, please use the <a href="#">Inquiry Form</a> to notify us of your wish to do so and your address to which a dedicated form should be sent. Please use your savings account for registration, if possible. (You cannot use the Application Form for Automatic Debit Transfer of Tuition and Fees (in writing) provided below to register your checking account.)
No.5	If you incorrectly enter your PIN or other authentication credentials several times, your account will be locked by the financial institution and you will not be able to proceed. Even if you incorrectly enter your PIN once, you are advised to contact your financial institution before your account is locked. (The University is unable to unlock your account.) If you find it hard to use the Internet, you may use the Application Form for Automatic Debit Transfer of Tuition and Fees (in writing) provided below.
No.6	Please note that if you do not perform any action for a certain amount of time, the session will time out. Please

	start all over again if a session timeout occurs.										
No.7	Please do not use the “Back,” “Next,” or “Reload” buttons on the browser or you will not be able to properly register on the system.										
No.8	The system is unavailable for use due to maintenance during the following hours: 2:00 am to 6:00 am. The system may be unavailable for use at some financial institutions outside the above hours.										
No.9	<p>If you wish to register or change your tuition payment account for the next automatic debit transfer, please complete the necessary procedures on K-front by the date indicated below.</p> <table border="1"> <tr> <th>Automatic debit transfer date for academic year 2025*</th><th>Deadline for changing/registering a tuition payment account on the Waseda University Tuition Payment Account Web Registration System (K-front)</th></tr> <tr> <td>Wednesday 7<sup>th</sup> May</td><td>Sunday 30<sup>st</sup> March</td></tr> <tr> <td>Monday 7<sup>th</sup> July</td><td>Monday 9<sup>th</sup> June</td></tr> <tr> <td>Monday 6<sup>th</sup> October</td><td>Sunday 7<sup>th</sup> September</td></tr> <tr> <td>Friday 5<sup>th</sup> December</td><td>Sunday 9<sup>th</sup> November</td></tr> </table> <p>* For more information on automatic debit transfer dates, please see “Tuition and fee payments, 3. Tuition and fee payment schedule and key points to remember.”</p>	Automatic debit transfer date for academic year 2025*	Deadline for changing/registering a tuition payment account on the Waseda University Tuition Payment Account Web Registration System (K-front)	Wednesday 7 <sup>th</sup> May	Sunday 30 <sup>st</sup> March	Monday 7 <sup>th</sup> July	Monday 9 <sup>th</sup> June	Monday 6 <sup>th</sup> October	Sunday 7 <sup>th</sup> September	Friday 5 <sup>th</sup> December	Sunday 9 <sup>th</sup> November
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[Issued by Accounting Section, Financial Affairs Division, Waseda University]