

# Keio University (Graduate School of Media and Governance) Procedure for Payment of Application Fee by Credit Card

*Payment by credit card is an option only available to applicants residing outside Japan.  
24 hours a day, you can pay anytime! Easy, Convenient and Simple!*

**You can make a payment with your Credit Card [VISA,Master,JCB,American Express]**



## Access the site below with your PC

[https://www.sfc.keio.ac.jp/en/admissions/gsmg/app\\_fee.html](https://www.sfc.keio.ac.jp/en/admissions/gsmg/app_fee.html)

**Click "Payment by Credit Card"**



You can access from our website!

Web Application - Credit Card Transaction

### 1. Top Page

**Click "Examination Fee."**

### 2. Terms of Use and Personal Information Management

Please read the Terms of use and Personal Information Management.

Click "Agree" button located in the lower part of this page if you agree with these terms.

Click "Not agree" button located in lower part of this page if you do not agree with these terms.

\*If you clicked "not agree", it is considered that you refused the use of the service itself. You can not use this service.

### 3. School Information

**Read the information carefully and click "Next"**

### 4. Category Selection

Choose First to Forth Selection and add to basket, and enter your web entry ID.

### 5. Basket Contents

**Check the contents and if it is OK, click "Next".**

### 6. Basic Information

Input the applicant's basic information. Choose your credit card and click "Next".

### 7. Credit Card Information

Input Credit Card Number (15 or 16-digits) and Security Code and Expiration date.

### 8. Payment Result

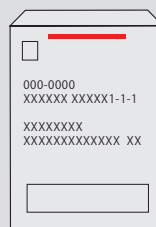
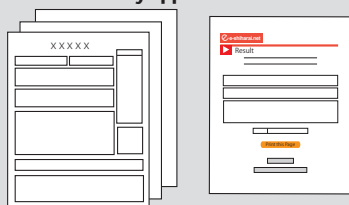
All of your application information is displayed. Check and click "Confirm".

### 9. Credit Card Payment Completed

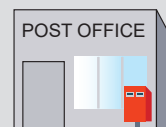
**Click "Print this page" button and print out "Result" page.**

Send the printed "Result" page in an application envelope with other necessary application documents.

Necessary application documents



Mail it from Post office



Application

## 【NOTICE/FAQ】

- During payment periods and application periods mentioned in the application documents, you can make a payment anytime. Please confirm from application documents and complete payment in time for the application period.
- On the last date of the payment period, please finish card settlement procedure by 11:00pm Japan time.
- A fee is added to Examination fee. For further info, please visit E-shiharai website(URL <https://e-shiharai.net/>).
- Please directly contact the credit card company if your card is not accepted.

- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that information on the basic information page is the applicant's one.
- If you did not print out "Result" page, you can check it later on Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please note that it is not refundable once you have made a payment of the application fee.

For questions or problems not mentioned here, please contact

**E-Service Support Center Tel : +81-3-5952-9052 (24 hours everyday)**