## STEPO Log in to the system



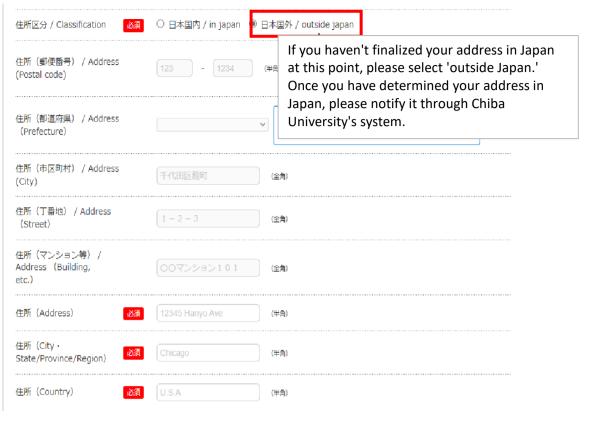
#### STEP1 Register student information

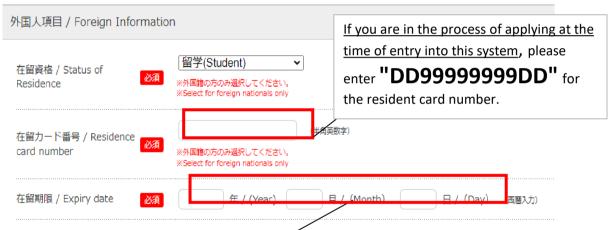
check the box and enter the Student Registration-related information

The following points should be noted when entering the information.



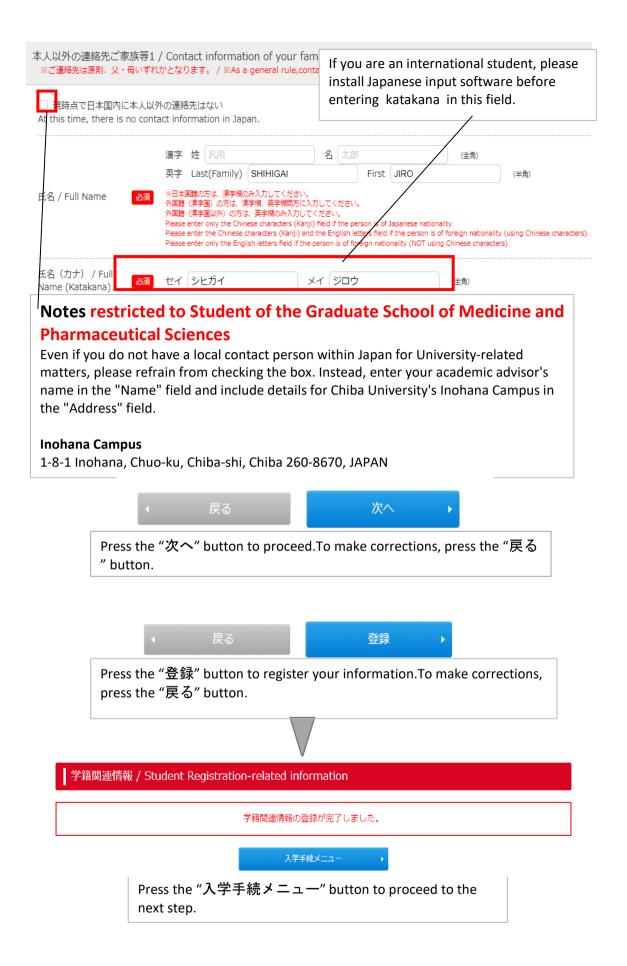
#### fields 学籍関連情報 / Student Registration-related information If you do not have a Kanji name or if the Kanji 学生本人情報 / Student identity information characters cannot be registered in this system, please fill in your name in English Roman 生年月日 / Date of Bir 2006 / 07 / 16 alphabet as it appears on your passport. 性别 / Gender double-byte 氏名(漢字) / Full 姓\_ast(Family) 汎用 名 First 次郎 (全角) Name single-byte Last(Family) HANYHO First Jiro 氏名 (ローマ字) / Full ※Lastは姓、Firstは名です。 ※ローマ字表記はヘボン式綴りで入力してください Name (Roman alphabet) double-byte katakana 氏名(カナ) / Full Name (Katakana) If you are an international student, please 自宅電話番号 / Home phone number install Japanese input software before (半角数値) entering katakana in this field. 国内携带電話番号 / Domestic(Japanese)Mobile pho [ 090 ] - [ 0000 ] - [ 0000 雷託悉昌 / ph 海外携帯電話番号 / Overseas Mobile phone number Number Chiba University may contact you regarding the information you Please enter a contact number where we can reach you during the daytime. If you are a foreign national, please be sure to enter your 国籍 / Nationality nationality. ※外国籍の方のみ選択してください。 Select for foreign nationals only **Do not enter** if you are a foreign national. 本籍地 / Domicile This field is for Japanese nationals only. ※日本国籍の方のみ選択してください。住所では %Please select only for Japanese. It is Not a



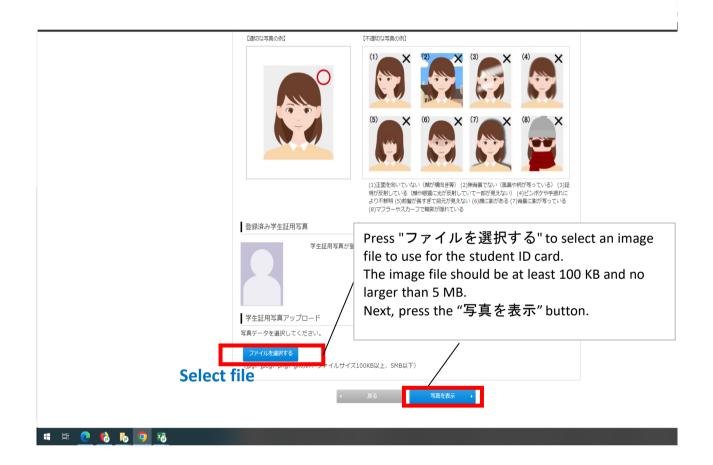


If you are in the process of applying at the time of entry into this system, please enter the date below.

9999 年/ (Year) 12月 /(Month) 31日 / (Day)





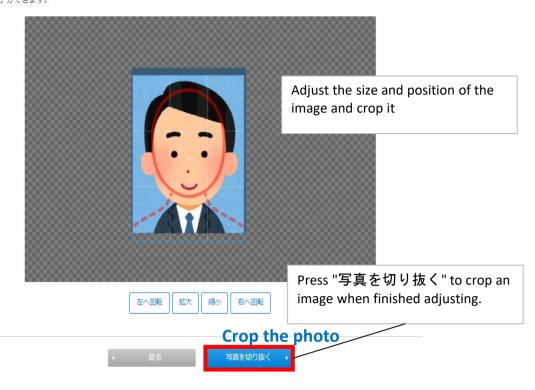


#### <学生証用写真の調整方法>

- ・「左回転」「右回転」ボタンで「写真を45度単位で回転」できます。

- ・パソコンならばマウスのホイールで、スマートフォンまたはタブレットならばピンチイン・ピンチアウトで「写真の拡大・縮

小」ができます。



写真を切り抜きました。

キャンセル OK

「Cropped the photo.」 If a pop-up appears press "OK"

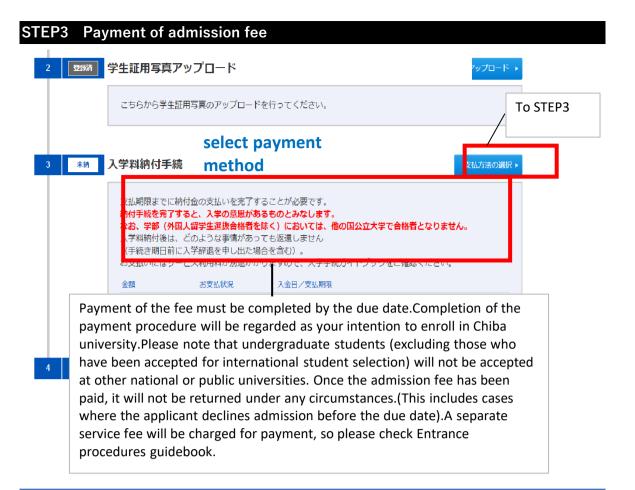


## - Confirmation -

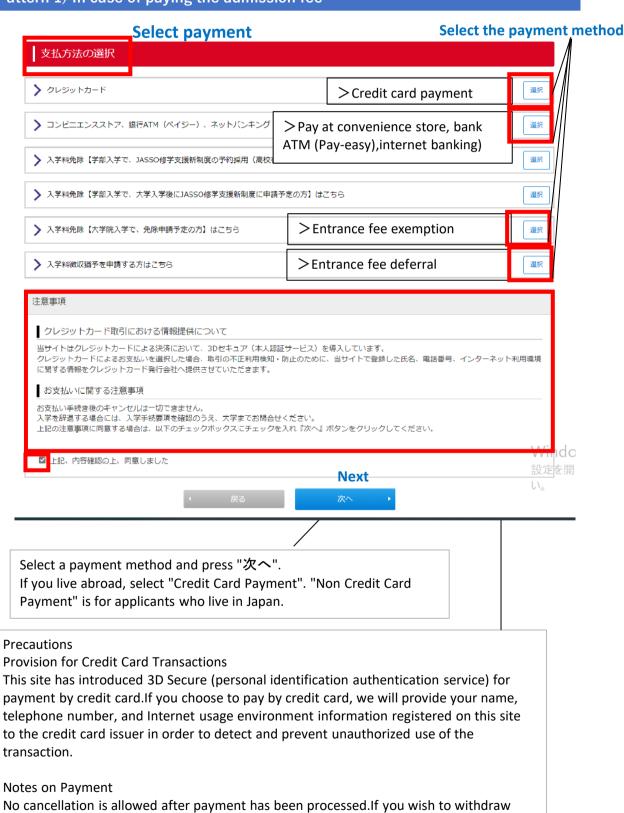
- I agree to use this photo while in school.
- The photo was taken within the last three months.
- That photo is of the upper body from the shoulders up, facing forward, and not wearing a hat.
- The photo have a uniform background color, and it should not include any landscapes or curtains.
- No reflection of light (no reflection of light on the face or glasses).
- The eyes and facial contours are not obscured. The photo is a clear color image, not blurred.
- The face is not cut off in any part.
- The face is not too small.

## 学生証用写真アップロード Photo upload for student ID has been completed. 学生証用写真アップロードが完了しました。 入学手続メニュー

Press the "入学手続メニュー" button to proceed to the next step.



## Pattern 1) In case of paying the admission fee



from enrollment, please contact the university after confirming the enrollment

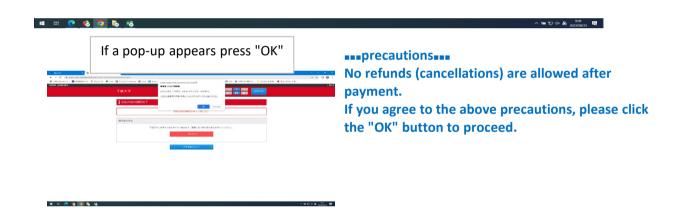
 $\Box$ I have read and agree to the above terms and conditions.

and click the "Next" button.

procedure guidelines. If you agree to the above precautions, please check the box below

## Confirmation of the payment amount and the payment method





## [Credit Card Payment]





## [Non Credit Card Payment]

Please select payment method and pay.

## 千葉大学







**Please note** that once you press "登録", you will not be able to cancel your apply for exemption or deferral and must pay the admission fee in this system.

If a student who has applied for an entrance fee waiver or deferment declines to enroll, the entrance fee must be paid.

#### STEP4 **Download required documents**



こちらから宛名ラベル、提出書類フォーマット等のダウンロードが行えます。

Press "ダウンロード" from "必要書類出力" on the menu screen.

#### 入学手続情報

入試種別	私費外国人留学生
学部学科・研究科等	文学部 人文学科行動科学コース
受験番号	LCR20004

## Formats for procedural documents, etc.

手続書類のフォーマット 等

千葉大学ホームページ掲載の資料を確認して、作成してください。 千葉大学全体の資料と、学部・研究科独自の資料があります。

必ず両方確認してから、作成してください。

Address label

宛名ラベルを「市販の角型 2 号(角 2 )封筒(240mm×332mm)」に貼り付け、以下の入学手続書類を封入し、同 封物欄に同封したものにチェックを入れ、入学手続期限日(消印有効)までに郵便局窓口から「簡易書留速達」扱いで 郵送してください。※封筒は各自でご用意ください。 海外から送付する場合は、部局の指示に従ってください。

Address label (For return mail from the University to you)

返送用宛名ラベル

A4サイズの用紙に印刷・切取のうえ、返送用レターパックプラスに貼付してください。

Student Card / Written pledge

- A4サイズの用紙に印刷し、「署名」と「記入日」を記載して提出してください。 宣誓書・学生カード

## 1 Formats for procedural documents, etc.

Link to Chiba University Admission Procedures Web Page

In particular, please be sure to visit the website of the faculty/graduate school you plan to enroll in to check for any documents to be submitted.

## 2 Address label



#### If you live in Japan

Print it and attach it to a "Kakuni(角型2号)" envelope for sending documents.

# If you live outside Japan(If you cannot mail from within Japan)

Check with the staff of the administrative staff in which you plan to enroll regarding how to submit the documents.

## 3Address label (For return mail from the University to you)

## If you live in Japan

Please purchase a Letter Pack Plus at a post office or convenience store and follow the instructions on the front of the package to attach the label and fill in your address.

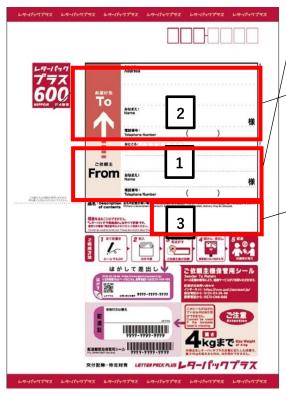
#### If you live outside Japan (If you cannot mail from within Japan)

Check with the staff of the administrative staff in which you plan to enroll regarding on receiving documents.



1. Attach the label to the 'From' field.

Cut out and use this label.



2. Fill in your name, address, and phone number in the 'To' field.

3. Fill in 'Entrance Procedure Documents' in the 'Contents Description' field.

4. Fold in half and place in envelope.

### 4 Student Card / Written pledge

Please perform the following tasks from I to III.

様式第1



宣 誓 書 Pledge

#### 千葉大学長 殿

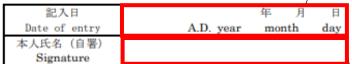
私は、千葉大学学生としての本分に従って、学業に励み、人間としての品性を磨き、学 則をはじめとする本学諸規程等を遵守することを誓います。

また,修学,学生生活,入学料・授業料に関すること及び健康上の理由から大学が必要と 判断した場合には,貴学に届出る「本人以外連絡先」に連絡を取ることを承諾します。

To President of Chiba University

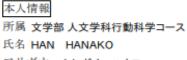
I, as a Chiba University student, hereby solemnly swear that I will diligently work at my study, cultivate morals, and observe the rules and regulations of Ch iba University.

I also consent to the university contacting 本人以外連絡先 (contact person er than myself) below if the university decides it is necessary to do so for ons related to my academic progress, student life, entrance fee/tuition fee or health concerns.



生年月日 2006 年 07 月 16日 Date of birth year month d

II. Sign your name



フリガナ シヒガイ ハナコ

ローマ字氏名 HAN Hanako

住所 JL TENIS LAPANGAN RT 013 NO

電話番号① 電話番号② 090-1234-5678

e-mail dda2151@office.chiba-u.jp

本人以外連絡先(1)

(続柄) 氏名

住所 〒

電話番号① 電話番号②

本人以外連絡先(2)

(続柄) 氏名

住所 〒

the

III.Confirm that the information and photo provided in the student record are accurate. If corrections are needed, return to STEP 1 and 2, re-enter the information, and then print this document.

大学使用欄 04

電話番号①

電話番号②

帰国時の連絡先(外国人留学生)

(続柄) 父 氏名 HANYO TARO

住所 12345AVE, chicago, USA

電話番号 99999999

e-mail sample@gmail.com