

【For Undergraduate & Graduate Students】

Frequently Asked Questions about Tuition Payment

(The University of Tokyo WEB Page)

https://www.u-tokyo.ac.jp/en/prospective-students/tuition_fees.html

Question	Answer
What is the date for the automatic withdrawal (direct debit) of tuition fees?	[1st semester] May 27th [2nd semester] November 27th. If they fall on a bank holiday, the fees will be deducted on the next business day. * If you are applying for an exemption, you will not be billed until you receive the result of the exemption application.
Where can I apply to arrange direct debit payments?	You can apply to set up the direct debit through the university's web page .
When can I apply online to set up direct debits?	[For new students] Please apply by the deadline specified by the faculty/graduate school you belong to. You will need your student ID number to apply. [For current students] You can make a new application or make changes to your account at any time up to the end of the month prior to the withdrawal date. * There is a period when applications are suspended sometime between the middle and the end of each month.
I could not apply for direct debits by the deadline set by the faculty/graduate school.	Applications completed by the end of April for the first semester and by the end of October for the second semester will be invoiced by direct debit. After that date, an invoice will be sent to you and payment should be made by bank transfer.
Is there a way to apply for direct debits in writing?	You may apply in writing for the following reasons (1) You do not have a cash card. The PIN number of the cash card is required to authenticate your identity. (with the exception of financial institutions that use Internet banking instead of a cash card for authentication.) (2) Financial institutions that do not support Internet applications. (Citibank, Shoko Chukin Bank, Norinchukin Bank, all trust banks, all fishery cooperatives, and some credit unions)
Where can I find a form to apply in writing?	Please print and use the "Application Form for Tuition Fee Payment by Direct Debit (PDF)" available on the university's web page . Please fill out the form, affix your seal, and submit it to the university. *If you apply in writing, it will take one and a half months to complete the application, so please apply as soon as possible.

Question	Answer
Can I apply for direct debits from a foreign bank account?	No. You cannot apply for direct debits with a foreign bank account, not even through written applications.
Can non-residents (those who have been in Japan for less than 6 months) apply for direct debits?	There are students who have completed applications for direct debits via the Internet even with a non-resident account. Please check with the financial institution where you have your account to see if your account is eligible for direct debits.
Can I apply for direct debits on an account in my parent's name?	In addition to an account in the student's name, you can also apply for an account in the parent's name. Please note that the identity of the account holder must be verified when applying online.
I applied multiple times via the Internet (including duplicate applications in writing)	If you have applied online and in writing at the same time, or if you have applied online more than once, the most recent application will be registered. Account information is one-to-one with the student, so there is no possibility of more than one withdrawal.
I entered my name correctly in Kanji characters on the application page, but an error occurred.	Kanji characters that can be input are JIS 1st and 2nd level Kanji characters. If there are no alternative Kanji characters, please use katakana or alphabetic characters.
[On the SMBC website] I entered the correct account name shown on my cash card, but an error occurred.	The information on the cash card may differ from the name registered with the financial institution. e.g. (on the card) “JOHN” / “ジョン” → (inside coverpage) “ジヨン” The name on the account is "Name (furigana)" at the time of application for direct debit. Please check the inside coverpage of your bankbook and enter the "furigana" registered with your financial institution. If the account name is written in alphabetical characters and the furigana is not registered, please enter the name in alphabetical characters.
I received an error message when I applied online, but I don't know how to resolve it.	Please send a screenshot of the error message and the input screen that caused the error to the Income and Liability Team, Accounting Group, Finance Department via e-mail. In addition, we may ask you to send us an image of the inside coverpage of your bankbook. <u>Please note that we will never ask for your PIN or credit card number.</u> Depending on the details, we may advise you to contact the financial institution directly.

Question	Answer
<p>Only the account name has been changed.</p>	<p>You need to change your account name in "UTAS". Please use the "Send inquiry" form on our website and provide us with the following information. (1) Student ID number, (2) Account name before change, (3) Account name after change If you only need to change the name of the account, you do not need to re-apply.</p>
<p>How can I check the account to which I set up the direct debit?</p>	<p>You can check the status of your tuition payment on the "UTAS" page within a few days after your application is completed (account number will not be shown). If your application has not been completed, or if the debit has been suspended for some reason, the payment method on this screen will show "Bank Transfer". *If the account information you applied for is not reflected after the end of the month before the withdrawal date, please contact the office of your faculty/graduate school.</p>
<p>(a) The account balance was insufficient on the withdrawal date. (b) The direct debit was not made even though there was sufficient balance.</p>	<p>Please contact the office of your faculty/graduate school and follow the instructions. If the direct debit was not made for a reason other than insufficient balance in the account, we will ask you about the situation and confirm the reason why the direct debit was not made.</p>
<p>I was told that the direct debits I previously applied for would be carried over when I entered higher education, but I received a bill.</p>	<p>If there is a non-consecutive period between graduating from undergraduate and enrolling at the graduate school (including periods when you were enrolled as a research student, etc.), your direct debit will be suspended to prevent accidental debit requests from being made. Direct debit payments will not be automatically resumed. In addition, if no direct debits have been made for more than one year, the contract may be terminated by the financial institution. We apologize for the inconvenience, but please apply for direct debits again.</p>
<p>When will the invoices be sent?</p>	<p>For those who have not applied for direct debit, the billing date will be as follows: [1st semester] around May 15 [2nd semester] around November 15. * If you are in the process of applying for an exemption, the invoices will be sent out after you receive the result of the exemption (except in cases of a full exemption).</p>
<p>When is the invoice due?</p>	<p>The payment due dates are as follows: [1st semester] May 31st [2nd semester] November 30th. Payment due dates for exemption applicants will be announced after the results of the exemption have been sent out.</p>

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Where are invoices sent to?	As a rule, invoices are sent to the student's own address registered through "UTAS". If you wish to confirm the mailing address, please contact the office of your faculty or graduate school.
I missed the payment due date.	Please contact the office of your faculty or graduate school. If you were instructed to pay with the invoice you received, please inform the bank office that you have already confirmed with the university that you are able to pay.
I have lost my invoice.	Please contact the office of your faculty/graduate school and follow the instructions.
Can I make a transfer from a Japan Post Bank counter?	Japan Post Bank does not handle cash transfers. You can only transfer funds from your account at Japan Post Bank to another financial institution's account. You will need your bankbook and personal seal or cash card to use this service(*). Please be sure to enter the <u>10-digit "reference number"</u> and <u>"student name"</u> shown on the invoice in the "Client" field of the designated Japan Post Bank money transfer form. *For details, please refer to the Japan Post Bank website.
Can I make a transfer via ATM or Internet banking?	Yes it is possible. When transferring funds via ATM or Internet banking, please be sure to enter the <u>10-digit "reference number"</u> and <u>"student name"</u> on the invoice in the Transfer Requester field. Failure to do so may result in the student being unidentifiable and remaining in an unpaid status. Also, please be careful to set your transfer limit when transferring funds.
If I pay by bank transfer, will I be charged a transfer fee?	Transfer fees are not charged for transfers made from the head office or branches of Sumitomo Mitsui Banking Corporation. *For non-residents, even if the transfer is made from within Japan, it will be treated as a foreign remittance and a remittance fee will be charged.
Can I pay tuition fees by credit card?	Credit cards are not accepted.
I want to pay by foreign remittance.	Please check with your faculty/graduate school office for the necessary information for foreign remittance.
I have difficulty paying by the due date due to circumstances. I would like to discuss payment plans.	Please consult with your faculty/graduate school office. Failure to pay tuition fees may result in expulsion from the university in accordance with the university regulations.

Question	Answer
How can I get a receipt?	<p>You can apply for a tuition receipt through "UTAS".</p> <p>A receipt will be issued by the University Headquarters and sent to your faculty/graduate school office the week following your application.</p> <p>The date of receipt for direct debits is not the date of debit, but the date of collection by the University (around the 5th of the following month).</p> <p>* For applications other than tuition fees, such as the entrance fee, please apply to your faculty/graduate school office.</p>