

## Notes

### 1. Tuition Fee Waiver Applicants

You must register a bank account for automatic payment of tuition fees even if you have applied for a tuition fee waiver, deferment, or permission to pay in monthly installments.

If you are awarded a waiver, no tuition fee transfers will be performed.

If you are not awarded a waiver, or are awarded a one-half/one-third/two-thirds waiver or a deferment, tuition fees will be withdrawn from your account when the deferment period expires (in September for first term, March for second term).

### 2. Savings Account Changes/Closures

If you change or close your savings account, please promptly inform your department's accounting office.

# 2024 Academic Year Automatic Tuition Fee Payment Procedure Guide

## **6. Tuition Fee Revisions**

If tuition fees are revised while you are enrolled, the new fees will be effective from that time onward.

(If tuition fees are revised, notices will be posted on the university website, bulletin boards etc.)

## **7. Continuing at Tohoku University**

If you are continuing your studies at Tohoku University\* and already have registered a bank account, you can choose whether to continue using the same account, or register a new account. However, your old account will NOT be automatically carried over. Be sure to access the Tohoku University Automatic Tuition Fee Payment Registration Page and perform the necessary steps.

\* For example, you are an undergraduate or research student who will continue on to graduate school, or will transition from a master to a doctoral curriculum etc.

## **8. In Case you Cannot Register your Account Information Online**

You can register your bank account in writing. The registration process requires some time, so please inquire promptly. Undergraduate students, use the contact information below. Other students, please contact your department's accounting office.

While enrolled at Tohoku University, tuition fees are automatically transferred using a receiving agent (\*SMBC Finance Service Co., Ltd.) from the student's bank account, or the student's financial supporter's (person paying educational fees) account.

Please follow this guide to register your account.

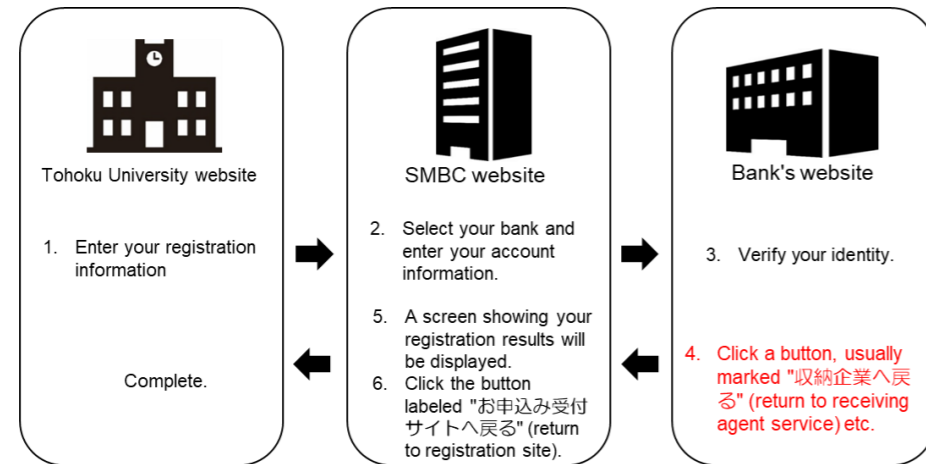
\*Company name may change due to merger.

### Send automatic tuition fee payment inquiries to:

National University Corporation Tohoku University  
Finance Department, Fund Management Office, Fund Management Section  
980-8577  
2-1-1 Katahira, Aoba-ku, Sendai-shi, Miyagi-ken  
TEL: 022-217-4896

Tohoku University

## 1. Overview of Procedures



- ① Access the Tohoku University Automatic Tuition Fee Payment Registration Page using a PC or smartphone, read the instructions carefully, then enter the registration information.
- ② You will be taken to the SMBC website to select your bank and enter your account information.
- ③ You will then be sent to your bank's website to confirm/verify your identity.
- ④ **On your bank's website, you MUST click the button marked "収納企業へ戻る" (return to receiving agent service) etc., to return to the SMBC website.**
- ⑤ A screen showing your registration results will be displayed.
- ⑥ Finally, click the button labeled "お申込み受付サイトへ戻る" (return to registration site) to return to the Tohoku University website.

## 2. How to Access the Tohoku University Automatic Tuition Fee Payment Registration Page

- ◆ Access the Tohoku University website (<https://www.tohoku.ac.jp/>)  
From the top page, click on "教育・学生支援" then go to the "学生生活" section and click "入学科及び授業料等納付額・納付方法."

- ◆ In the section titled "授業料の納付方法について" click the button shown below:

**東北大学授業料口座振替申込ページ**  
Tohoku University Automatic Tuition Fee Payment Registration Page



↑ QR code

## 3. Registration Period

- ◆ **Undergraduate Students**  
→ Finish registering your account no later than the deadline for enrollment material submission (Orientation).
- ◆ **Graduate/Research Students**  
(Those continuing their studies at Tohoku University, please see p.3, section 7.)  
→ You need a student ID number to apply, so check your ID number and finish the registration procedures no later than the last day of the month before the month in which the transfer is scheduled.

**(You can check your student ID number on your Student ID Card or on the notice received upon enrolling or during orientation. )**

## 4. Tuition Fee Transfer Dates for AY 2024

The automatic transfer dates listed here are current as of January 2024.

- ※ Notifications about automatic tuition fee payment dates will be posted on the Tohoku University website as well. Check the Tohoku University website for next year's, or later, payment dates. (Please note that NO written notices will be sent to you.)

### ◆ Undergrad., Graduate (Degree Students )

First Term	Second Term
May 23 (Thu.), 2024	November 25 (Mon.), 2024

### ◆ Credited Non-degree & Special Auditing (Non-degree Students)

Category	First Term	Second Term
April Enrollees	Inquire at departmental accounting office and pay by bank transfer.	October 23 (Wed.), 2024
October Enrollees		Inquire at departmental accounting office and pay by bank transfer.

### ◆ Research (Non-degree Students)

Category	1st	2nd	3rd	4th
April Enrollees	Inquire at departmental accounting office and pay by bank transfer.	July 23, 2024	October 23, 2024	January 23, 2025
May Enrollees		August 23, 2024	November 25, 2024	February 25, 2025
June Enrollees		September 6, 2024	December 23, 2024	March 6, 2025
July Enrollees		October 23, 2024	January 23, 2025	
August Enrollees		November 25, 2024	February 25, 2025	
September Enrollees		December 23, 2024	March 6, 2025	
October Enrollees		January 23, 2025		
November Enrollees		February 25, 2025		
December Enrollees		March 6, 2025		
January Enrollees				
February Enrollees				
March Enrollees				

## 5. Notes on Fee Transfers

- ① Please confirm that there are enough funds in your account to cover the fees at least one day in advance of the transfer date.
- ② Tuition fees withdrawn from your account will appear in your bankbook as "SMBC (トウホクダイガク)." (Exact wording may vary depending on the bank.)
- ③ Degree Students  
If the payment fails due to insufficient funds in your account, another attempt will be made on the 23rd (or next business day if the 23rd is a holiday) of the following month. An overdue payment warning will be sent to the person paying your educational fees. If payment is not made after the third such warning, you will be expelled.
- ④ Non-degree Students  
If the payment fails due to insufficient funds in your account, inquire at your departmental accounting office and pay by bank transfer.