大阪公立大学
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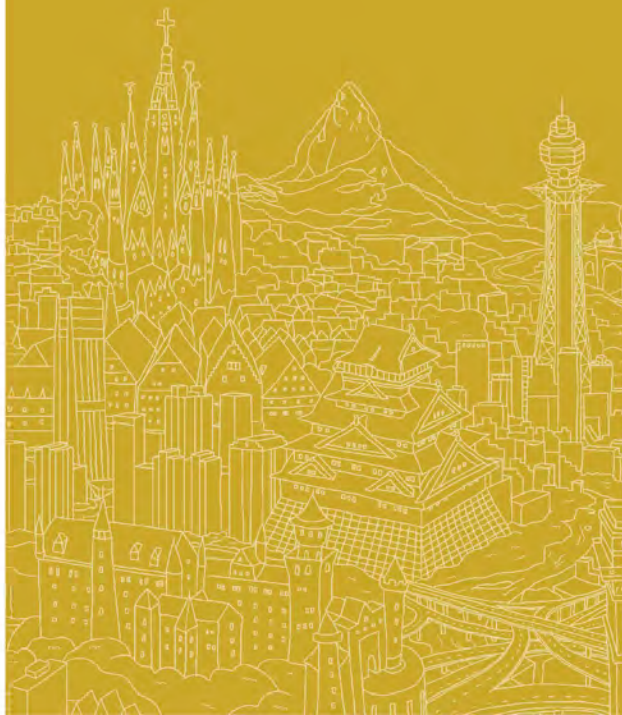
This is an unofficial translation for reference only. We accept no liability for the contents. To confirm the accuracy, reliability, or validity of the contents of this translation, please consult the original Japanese materials.

※The screen captures in this manual are current at the time of preparation.
They may differ from the current system screens. Thank you for your understanding.

Enrollment procedure website Operation Manual

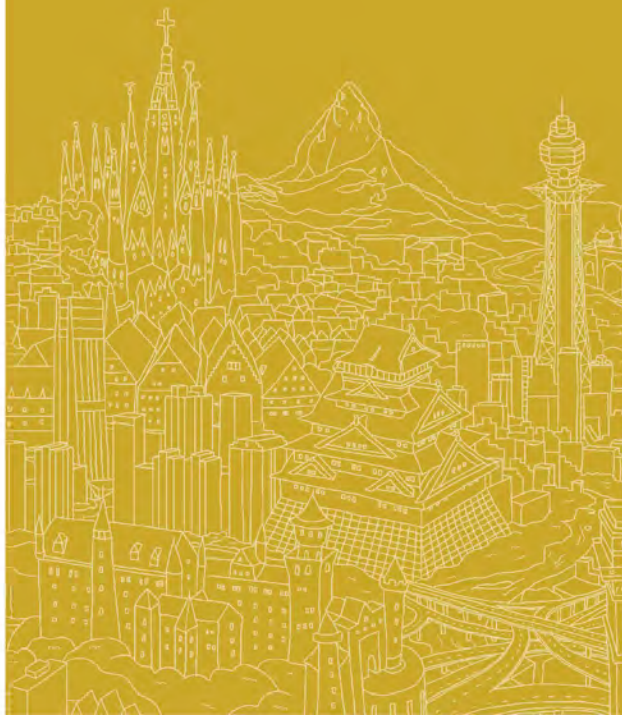
＜Contents＞

1. Flow of the Enrollment Procedure
2. Operation Manual
   (During enrollment proceedings)
   2-1. Login, enrollment Admission Confirmation Form and Written Oath(All)
   2-2. Register enrollment procedural information and upload photos for student ID card(All)
   2-3. Selection of Enrollment Fee Category(All)
   2-4. Enrollment Fee Payment Category Certification(All)
   Only those who fall under the category of "Osaka Prefectural Citizens and their children"
   2-5. How to pay the Enrollment Fee(All)
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   2-6. Student ID number and OMUID Confirmation(All)
   2-7. Admission declined(Only for those who wish to decline)
3. Q&A
4. Contact Information



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1. Flow of the Enrollment Procedure



Flow of the Enrollment Procedure

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Follow the below flow to register the necessary information on enrollment procedure website.

- Enrollment procedure website Login（Page 4）
- Admission Confirmation Form and Written Oath（Page 7）
- Enrollment procedural information registration（Page 9）
- Upload photo for student ID（Page 21）
- Completion of registration of enrollment procedural information（Page 23）

- Selection of Enrollment Fee Category（Page 25）
- Osaka prefectural citizens and their children（Page 26）
- Others（Page 28）
- How to pay the Enrollment Fee （Page 36～）
- Pay-easy, Internet banking and credit cards（Page 40～42）
- Top screen check（Page 44）

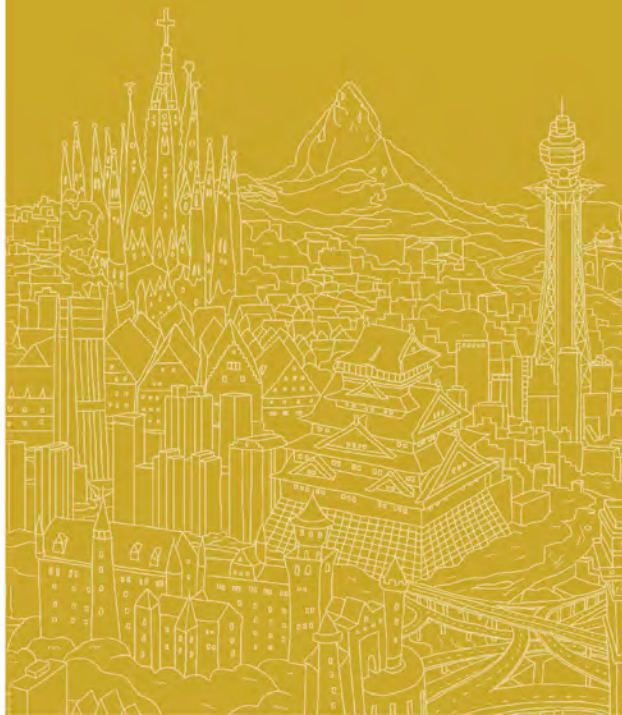
For those who have completed enrollment procedures, please check the following procedures on "Osaka Metropolitan University New Student Navi (separate website)."

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2.Operation manual

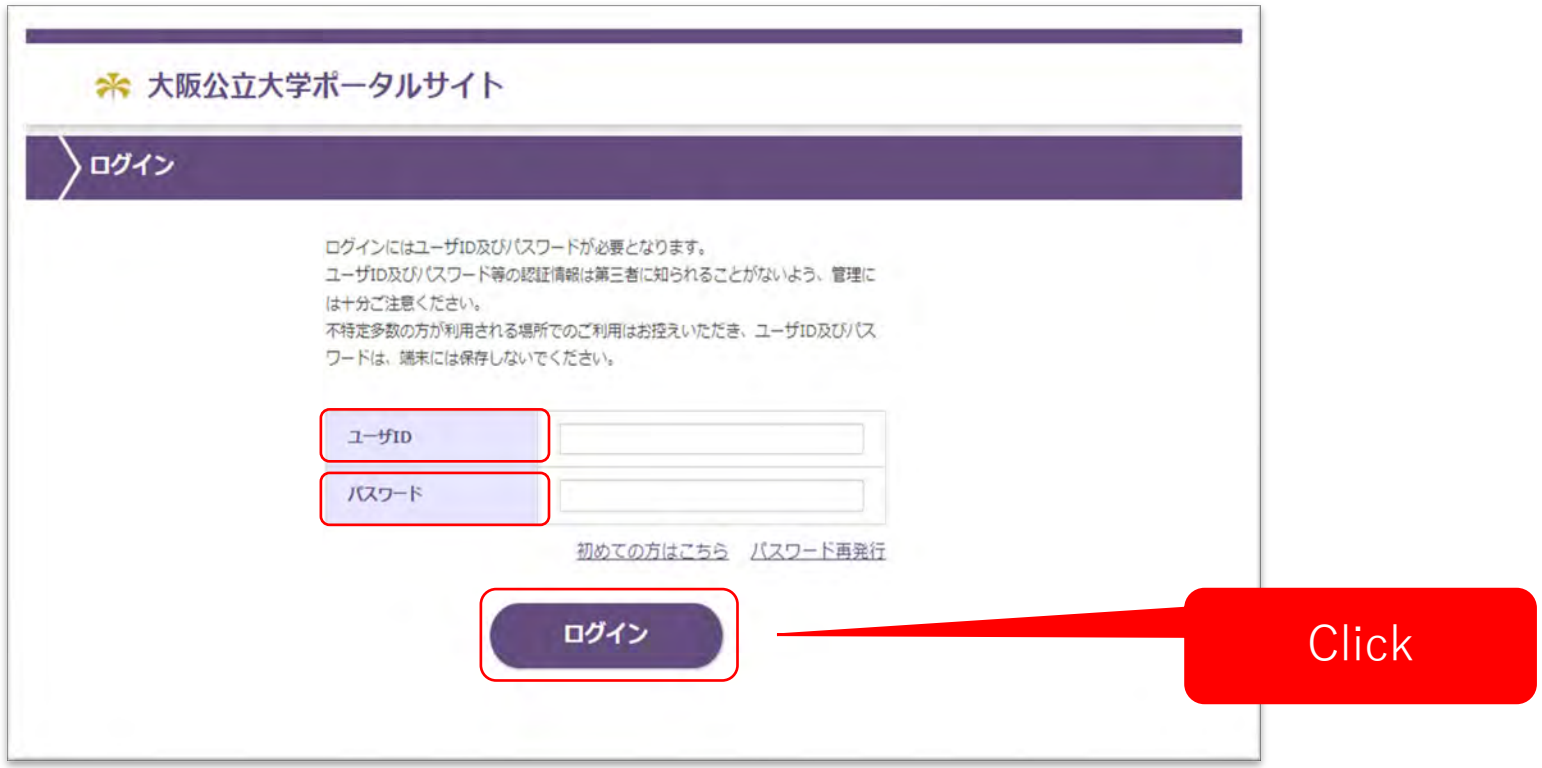
2-1. Login, enrollment Admission Confirmation Form and Written Oath



Enrollment procedure website Login (Login Screen)

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Access to the Osaka Metropolitan University portal site, and enter your user ID and password, and click the “ログイン" button.



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Enrollment procedure website Login (My Page)

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Click the "入学手続" to display enrollment procedure confirmation screen.

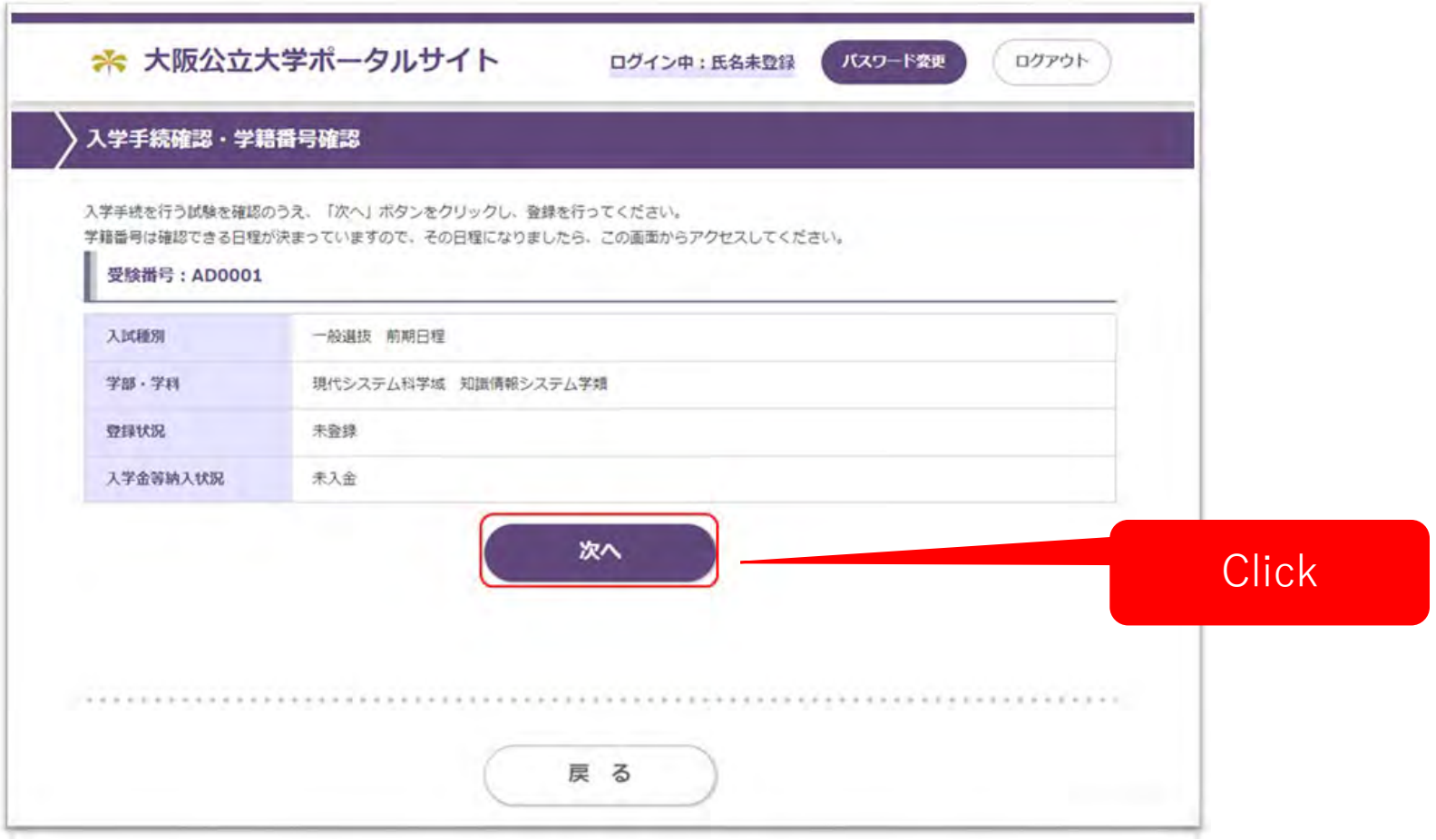


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Enrollment procedure website Login (Start of Procedure)

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Click the “次へ" button to go to the procedure site.



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Admission Confirmation Form and Written Oath

Scroll down for “Admission Confirmation Form” and “ Written Oath,” ,check the checkboxes, and click “同意する" button at the bottom. After that, You will move to the enrollment procedure screen.

Admission Confirmation Form →

Written Oath →



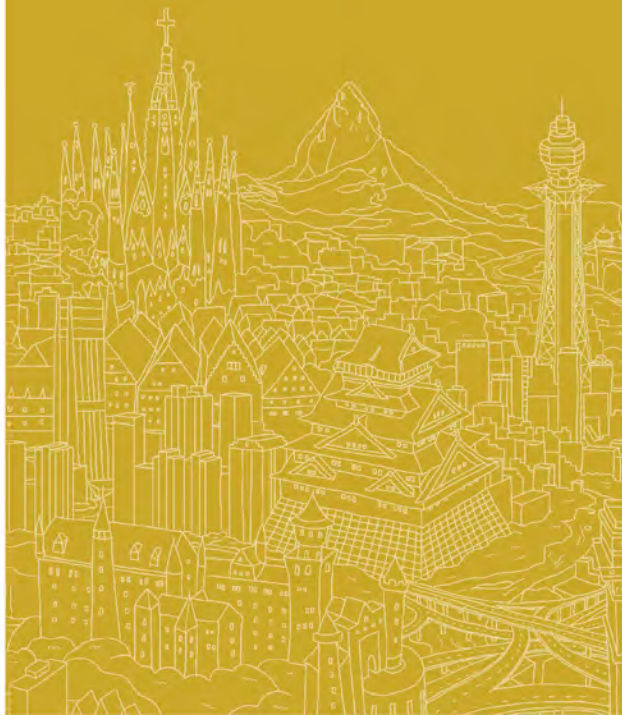
Add ☑.

Add ☑.

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2-2. Register enrollment procedural information and upload photos for student ID card



Enrollment Procedure Information Registration (Enrollment Procedure Screen)

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Before registering enrollment procedure information, read the explanation above carefully and click the “登録" button to proceed to the information registration.
Even after completing the enrollment procedure, you can still confirm or change your registration information from “入学手続情報登録（確認・変更）” button during the registration period.



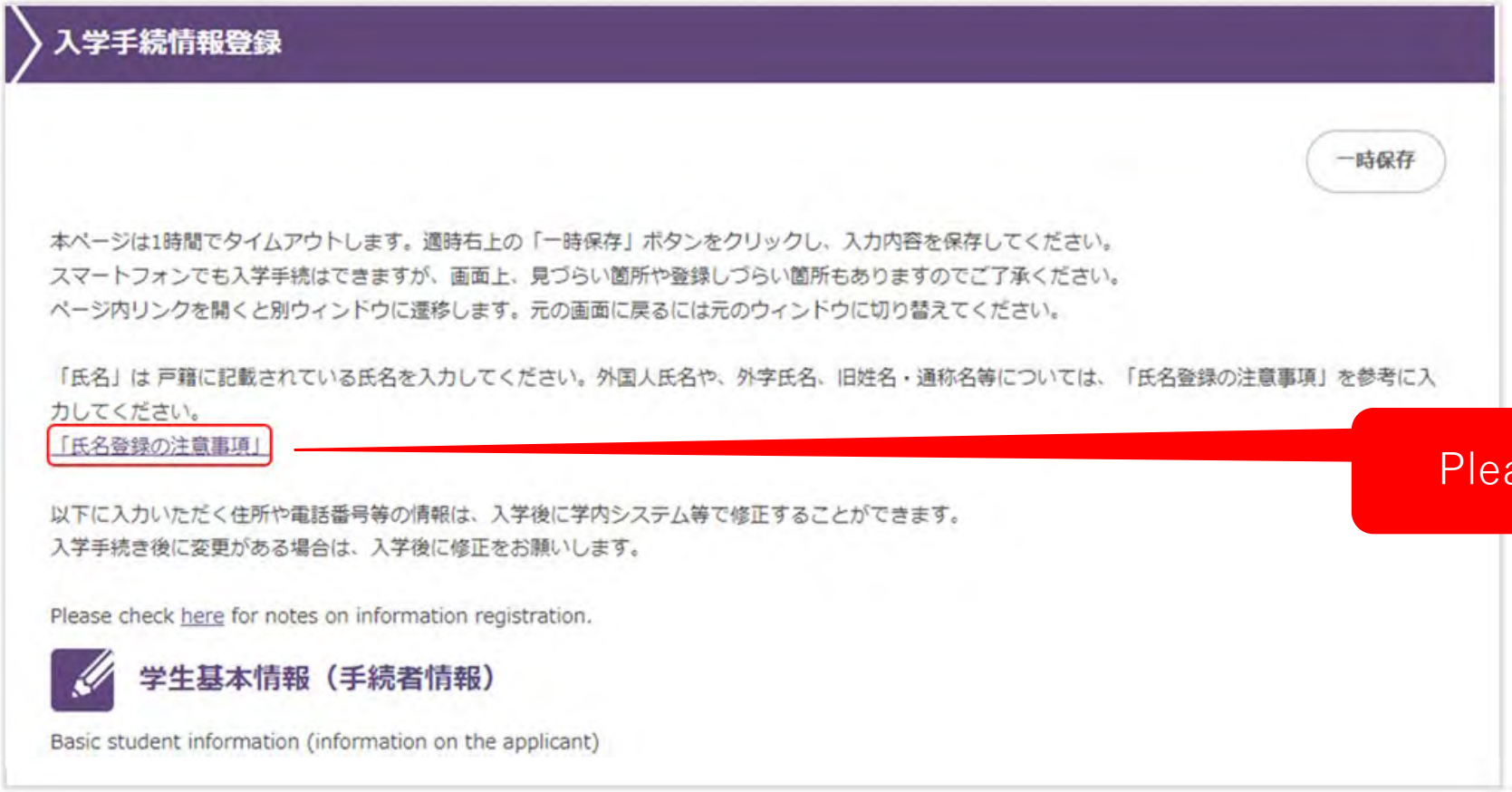
Click

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Enrollment Procedure Information Registration (Notes on Name Registration)

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Follow the instructions on the screen to register basic student information (information on the applicant), information on designated family member or other designated contact person, consent to provide personal information to third parties, confirmation of bicycle manners and rules of commuting campus.



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Enrollment Procedure Information Registration (Basic Student Information (1))

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Register your basic student information. Some information at the time of application is displayed.



学生基本情報（手続者情報）

Basic student information (information on the applicant)

受験番号 Examination Number	XXXXXX
入学種別 Admission Type	学部・一般
就学種別 Type of school attendance	学士課程
入試種別 Type of Entrance Examination	一般選抜　前期課程
学部・学域 School / College	理学部
学科・学類　等 Department / Class	地球学科
専攻　等 Major	-

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Enrollment Procedure Information Registration (Basic Student Information (2))

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***Common to all items:**
Comma (,) cannot be used.

Name (Kanji)	**Available: Kanji, Hiragana, Double-byte Katakana, Alphabet** Kanji other than JIS Level 1 or 2 will cause a registration error. *If your kanji cannot be registered, replace them with common kanji or double-byte katakana. *For details, see "氏名登録の注意事項" (Notes on Name Registration) at the top of the screen.
Name (Katakana)	**Available: Double-byte Katakana only**
Name (English)	**Available: Uppercase, single-byte characters only** *Lowercase letters or double-byte characters cannot be used (will cause a system error).
Zip code, phone number	**Available: Single-byte numbers (hyphens are not allowed)**

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Enrollment Procedure Information Registration (Basic Student Information (3))

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Select your country from the drop-down list.
If you are not from Japan, also register your residence card information.



"Residence Card" is a pull-down type. Select the appropriate one. (Depending on the option, you don't need to enter your residence card number.)

- Have a residence card
- Plan to acquire status of residence
- Plan to change status of residence
- Foreigners without a residence card

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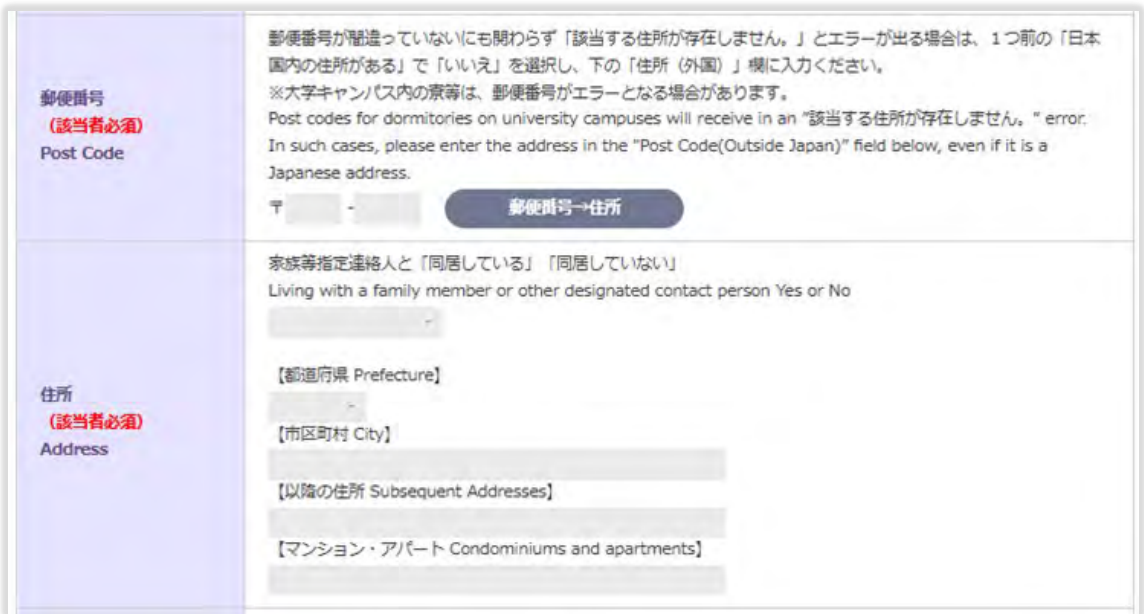
Enrollment Procedure Information Registration (Basic Student Information (4))

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Register your current address. If you need to change your address after completing enrollment procedures, you will need to go through the "Application for Change of Student Information" from the student portal site (UNIPA) after going to enrollment. For details, refer to the "New Student Navi".



（If you live in Japan）



（If you live in a foreign country）



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Enrollment Procedure Information Registration (Basic Student Information (5))

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Register your phone number, email address, and last education (high school, etc.).

携帯電話番号(必須) Cell Phone No.	（※携帯電話がない場合は自宅電話番号を入力してください） *If you do not have a cell phone, you may use your home phone number. （※国番号は入れず、12桁以内で登録してください。） *Please do not include the country code and register within 12 digits. 090 - 1234 - 5678
自宅電話番号(必須) Home Phone No.	（※自宅電話がない場合は携帯電話番号を入力してください） *If you do not have a home phone, you may use your cell phone number. （※国番号は入れず、12桁以内で登録してください。） *Please do not include the country code and register within 12 digits. 090 - 1234 - 5678
メールアドレス(必須) （※緊急連絡用） E-mail address *for communication until admission	
最終学歴の学校名 Name of last school attended	
最終学歴の卒業年月(必須) ※西暦 Last education graduation date *Western calendar year	2027 年 3 月 ◉ 卒業 Graduation ○ 退学 Withdrawal ○ 除籍 Expulsion ○ 認定等 Certification ※見込の場合も含みます

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Enrollment Procedure Information Registration (Family, etc. Designated Contact Person Information (1))

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Register your designated family members or other designated contact person information.(Designated family members or other designated contact person refer to guardians and family members. This information will be used as emergency contact information.)



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Enrollment Procedure Information Registration (Family, etc. Designated Contact Person Information (2))

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Register the address of your designated family members or other designated contact person.



（If you live in Japan）



（If you live in a foreign country）



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Enrollment Procedure Information Registration (Family, etc. Designated Contact Person Information (3))

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Register the phone number and email address of your designated family members or other designated contact person.

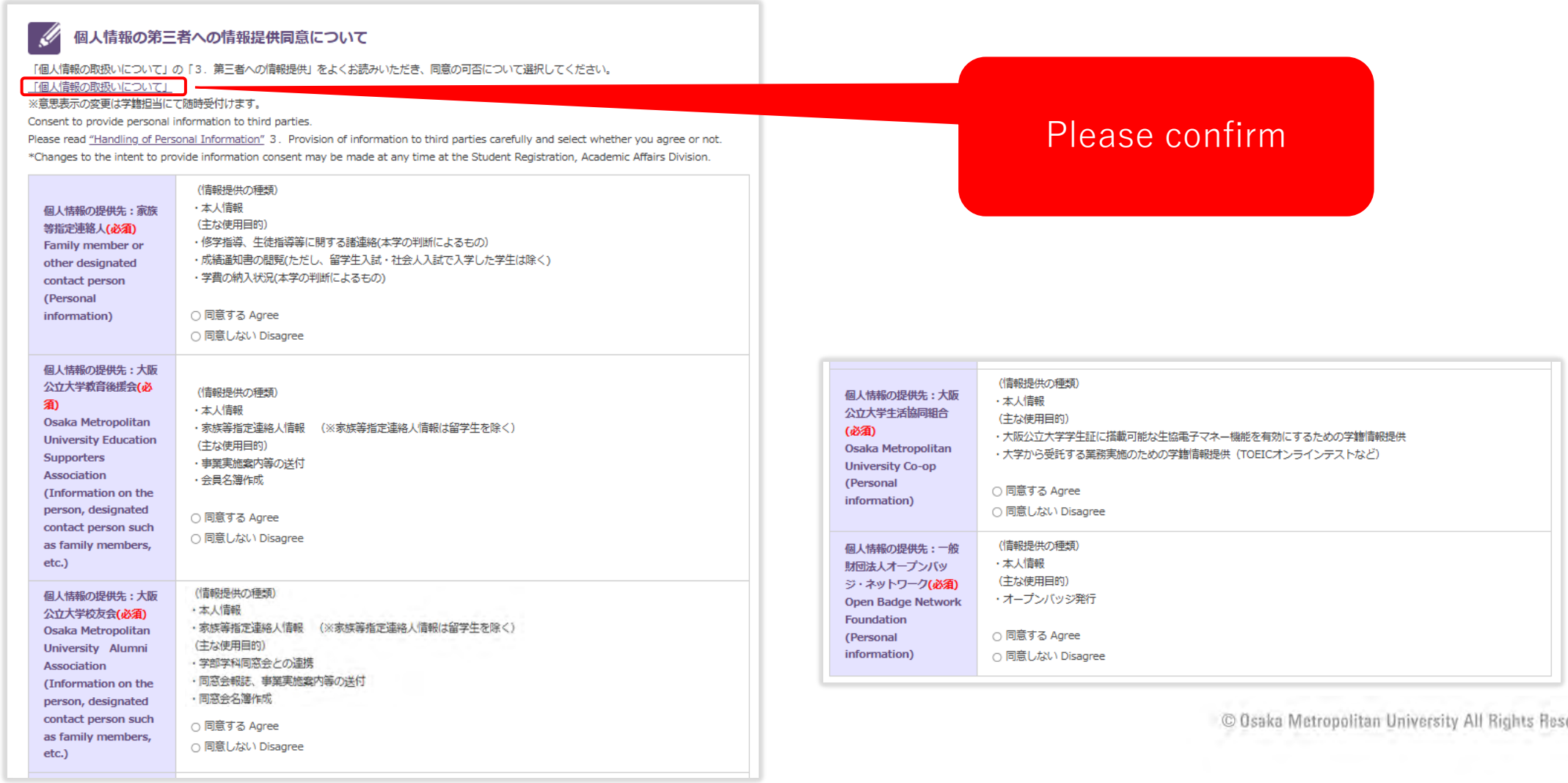
家族等指定連絡人携帯電話番号(必須) Cell Phone No.	（※携帯電話がない場合は自宅電話番号を入力してください） *If you do not have a cell phone, you may use your home phone number. （※国番号は不要です。） *The country code is not required.
家族等指定連絡人自宅電話番号(必須) Home Phone No.	（※自宅電話がない場合は携帯電話番号を入力してください） *If you do not have a home phone, you may use your cell phone number. （※国番号は不要です。） *The country code is not required.
家族等指定連絡人メールアドレス(必須) E-mail address	※キャリアメール（docomo、ezweb、softbank等）以外のメールアドレスのご利用を推奨しています。
家族等指定連絡人メールアドレス（確認用）(必須) E-mail address *for confirmation	

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Enrollment Procedure Information Registration (Consent to provide personal information to third parties)

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Please read the "Handling of Personal Information" carefully and click either "Agree" or "Disagree" for the five items.



個人情報の第三者への情報提供同意について

「個人情報の取扱いについて」の「３．第三者への情報提供」をよくお読みいただき、同意の可否について選択してください。

「個人情報の取扱いについて」

※意思表示の変更は学籍担当にて随時受付けます。

Consent to provide personal information to third parties.

Please read "Handling of Personal Information" 3．Provision of information to third parties carefully and select whether you agree or not.

*Changes to the intent to provide information consent may be made at any time at the Student Registration, Academic Affairs Division.

個人情報の提供先：家族等指定連絡人(必須) Family member or other designated contact person (Personal information)	(情報提供の種類) ・本人情報 (主な使用目的) ・修学指導、生徒指導等に関する諸連絡(本学の判断によるもの) ・成績通知書の閲覧(ただし、留学生入試・社会人入試で入学した学生は除く) ・学費の納入状況(本学の判断によるもの) ○ 同意する Agree ○ 同意しない Disagree
個人情報の提供先：大阪公立大学教育後援会(必須) Osaka Metropolitan University Education Supporters Association (Information on the person, designated contact person such as family members, etc.)	(情報提供の種類) ・本人情報 ・家族等指定連絡人情報　(※家族等指定連絡人情報は留学生を除く) (主な使用目的) ・事業実施案内等の送付 ・会員名簿作成 ○ 同意する Agree ○ 同意しない Disagree
個人情報の提供先：大阪公立大学校友会(必須) Osaka Metropolitan University　Alumni Association (Information on the person, designated contact person such as family members, etc.)	(情報提供の種類) ・本人情報 ・家族等指定連絡人情報　(※家族等指定連絡人情報は留学生を除く) (主な使用目的) ・学部学科同窓会との連携 ・同窓会報誌、事業実施案内等の送付 ・同窓会名簿作成 ○ 同意する Agree ○ 同意しない Disagree
個人情報の提供先：大阪公立大学生活協同組合(必須) Osaka Metropolitan University Co-op (Personal information)	(情報提供の種類) ・本人情報 (主な使用目的) ・大阪公立大学学生証に搭載可能な生協電子マネー機能を有効にするための学籍情報提供 ・大学から受託する業務実施のための学籍情報提供（TOEICオンラインテストなど） ○ 同意する Agree ○ 同意しない Disagree
個人情報の提供先：一般財団法人オープンバッジ・ネットワーク(必須) Open Badge Network Foundation (Personal information)	(情報提供の種類) ・本人情報 (主な使用目的) ・オープンバッジ発行 ○ 同意する Agree ○ 同意しない Disagree

Please confirm

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Enrollment Procedure Information Registration (Confirmation of Bicycle Manners and Rules of Commuting Campas)

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Check the rules of commuting campus (including the Bicycle Manners)carefully, click “Agree” and then click “次へ“.



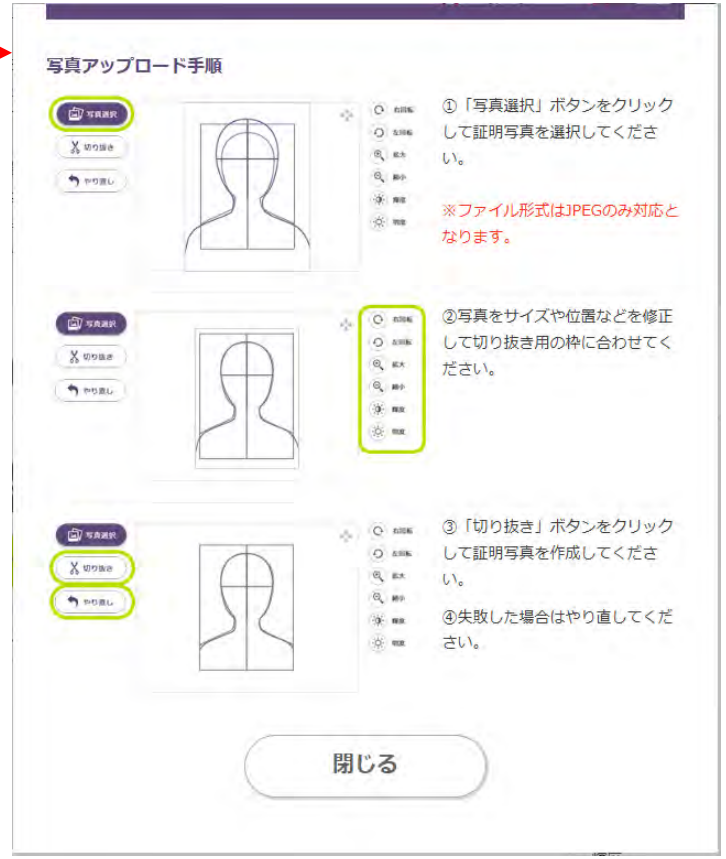
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Upload photo for student ID (1)

Check the “写真アップロード手順" before uploading.
The upload file format is only .jpg or .jpeg.
You may not be able to upload that by using an older version of Internet Explorer. Try again by using another.



Click



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Upload photo for student ID (2)

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Uploaded photo are displayed in Ⓐ.
Check all items in Ⓑ, then click the “確認画面へ" button.

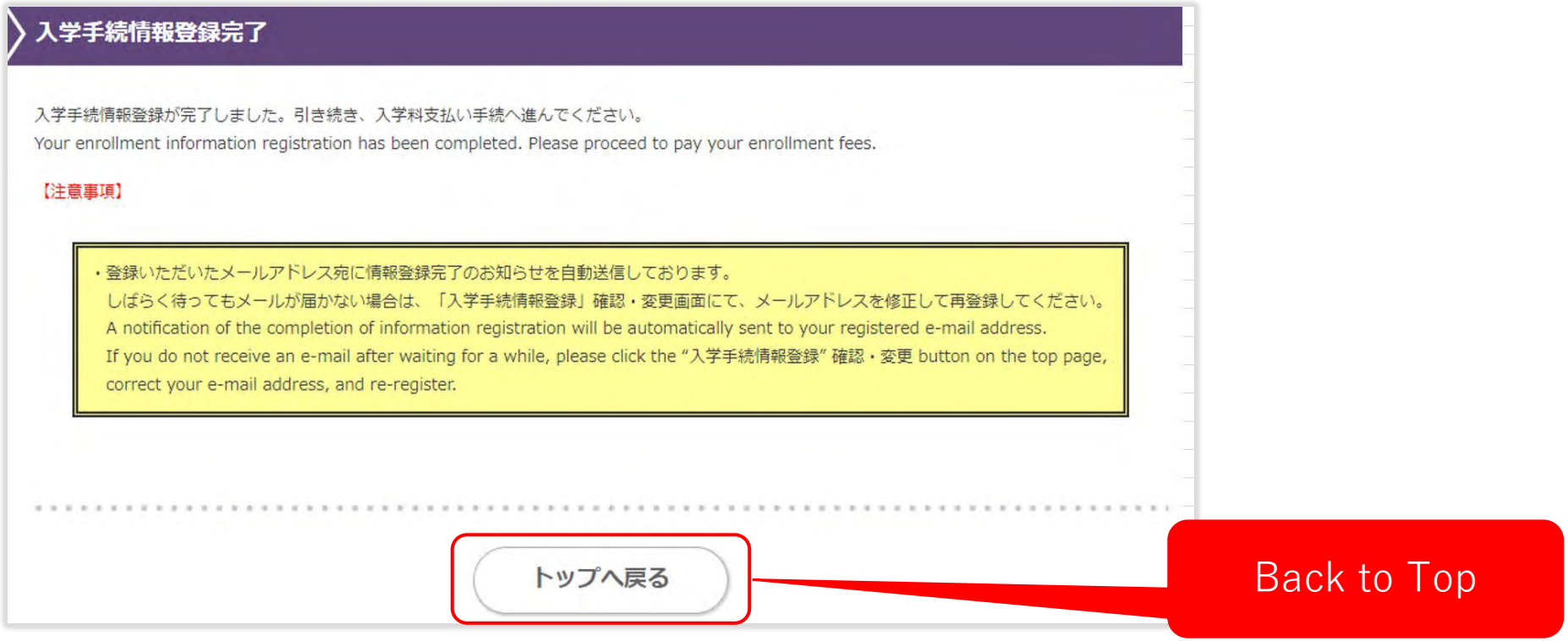


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Completion of registration of enrollment procedural information

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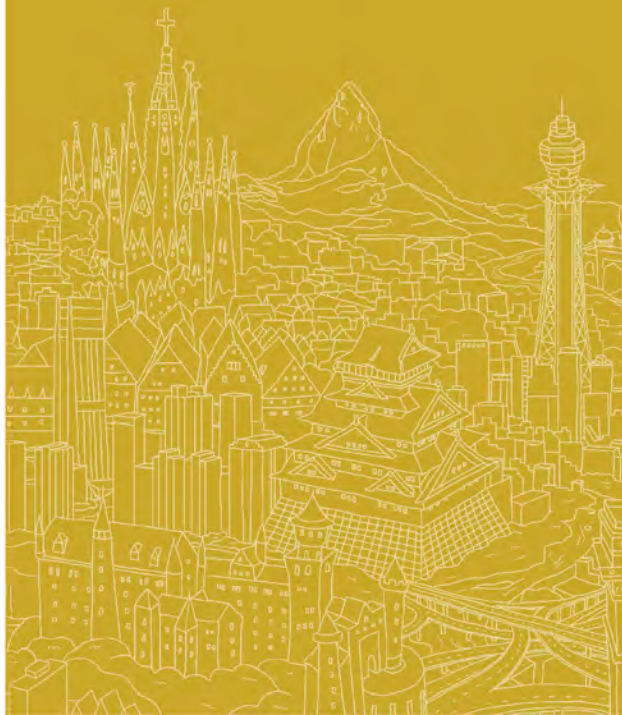
Click the 「トップへ戻る」 button and continue with enrollment fee Payment procedure.



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2－3. Selection of Enrollment Fee Category



Selection of Enrollment Fee Category

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Please pay the enrollment fee within the admission procedure period .
The amount of the enrollment fee varies depending on whether it is “Osaka Prefectural citizens and their children" or " Others ".
① or ②, select the applicable one and register it.

■①“Osaka prefectural citizens and their children"

"Osaka prefectural citizens and their children" refers to applicants who have been registered as residents of Osaka Prefecture for at least one year prior to the date of enrollment, or whose either parent in the same family register are registered as residents of Osaka Prefecture for at least one year prior to the date of enrollment. If you are eligible, check the explanation on the right side of the registration button in Ⓐ and click the registration button.
After that, you need to enter the application form.

■② "Others “

"Others" are who do not fall under the category of "Osaka prefectural citizens and their children". Click the registration button in Ⓑ.

～～～Precautions at the time of payment～～～

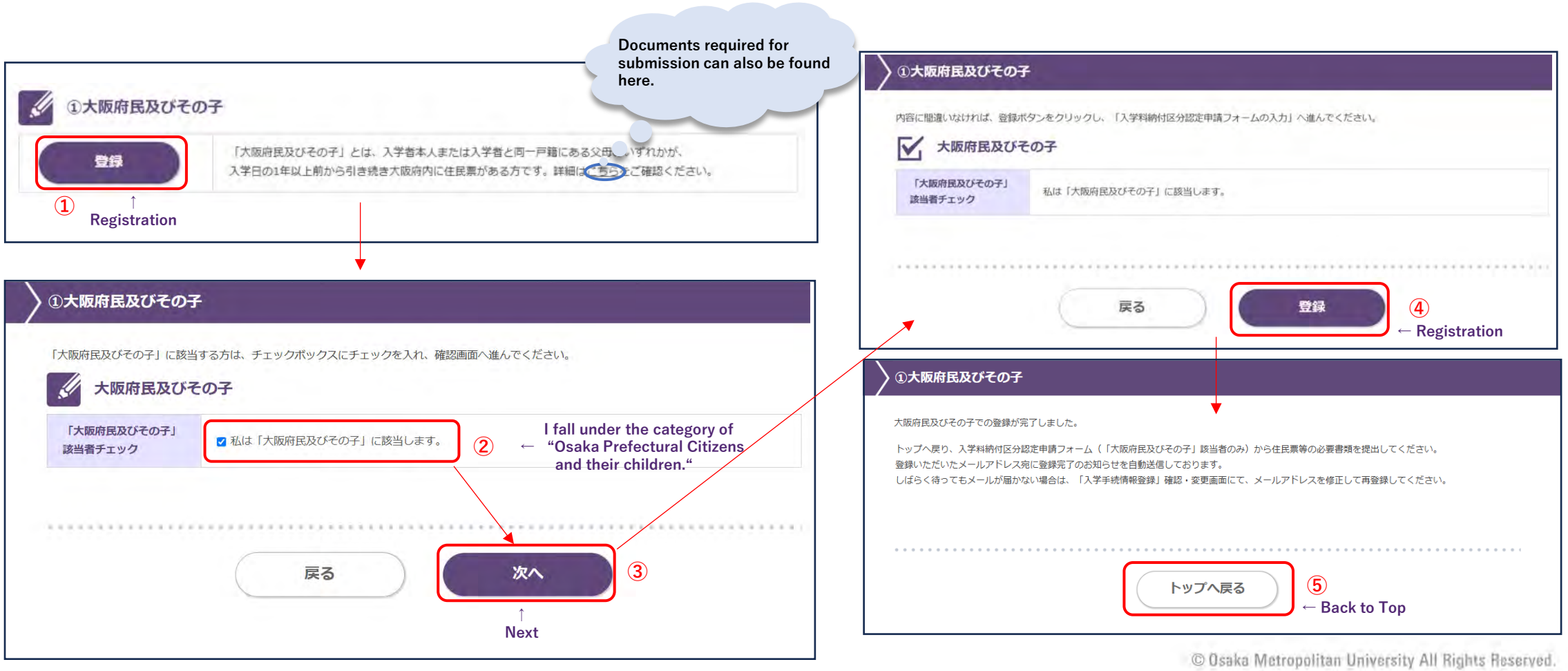
- Once you have completed the payment , it will not be refunded for any reason.
- The University does not offer a deferral of the payment of the enrollment fee. Even if you plan to apply for the support system, be sure to pay the enrollment fee. After enrollment, the enrollment fee will be refunded to those eligible for support according to the percentage of exemption.
- Pay-easy is a service that allows you to make payments at ATMs and through Internet banking. You simply obtain a number (e.g., a collection agency number) and enter it to make a payment.
- In addition to the enrollment fee, a payment fee is required.
- For details, check the "Enrollment Procedure Site".



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①Osaka prefectural citizens and their children

On this screen, you register that you are a person who fall under the category of "Osaka Prefectural citizens and their children" in the enrollment fee payment category approval. After registration, please proceed to the application form for enrollment fee payment classification.
The application form will be explained later.

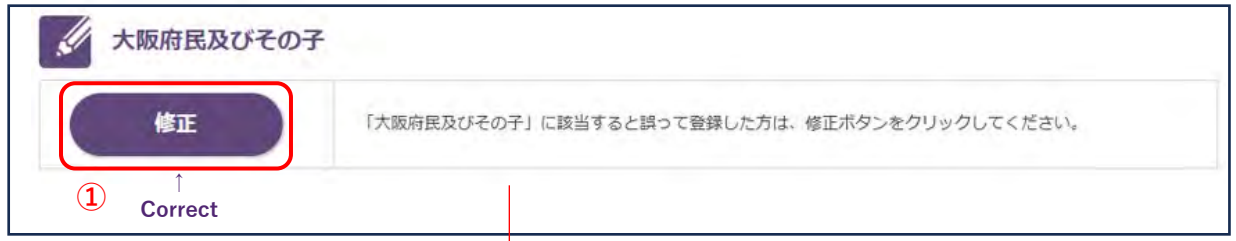


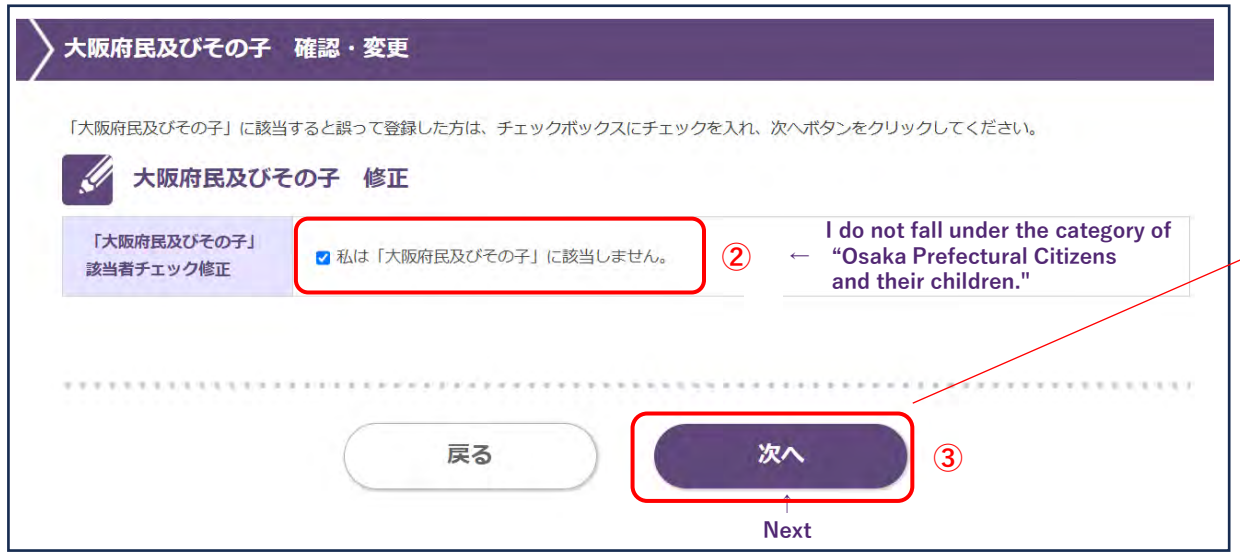
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【 Reference 】 Correct “Osaka prefectural citizens and their children”

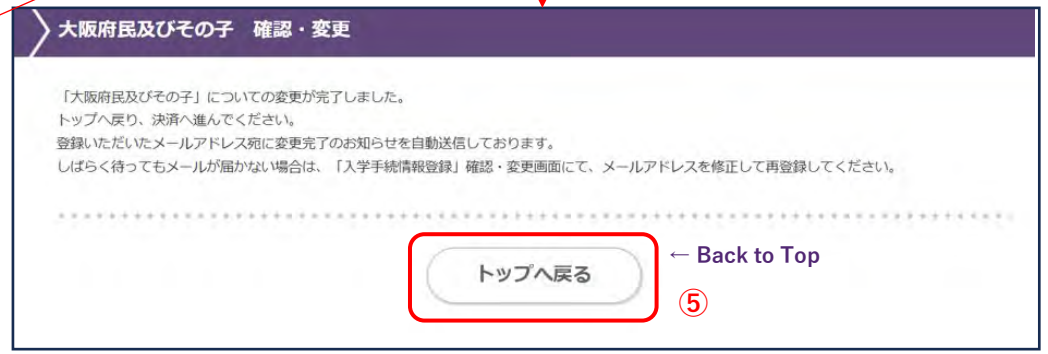
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If a person who does not fall under the category of “ Osaka prefectural citizens and their children“ has registered,
you can correct the information by clicking the “Correct” button below before the payment is completed.









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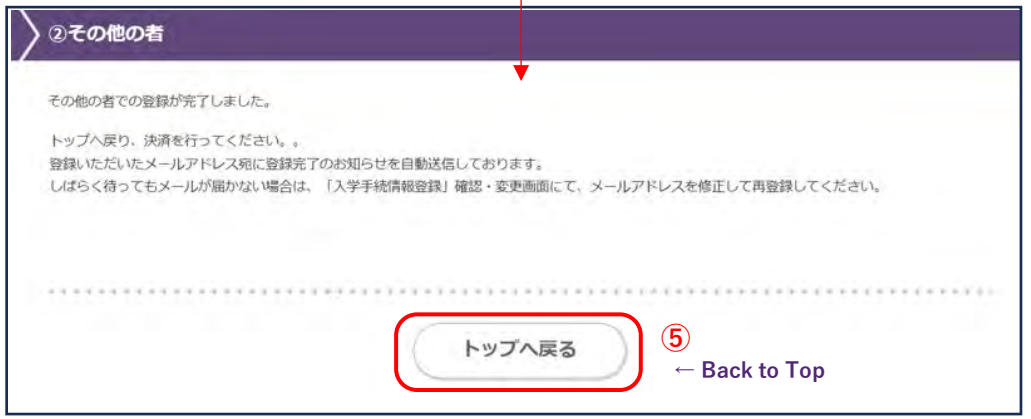
②Others

On this screen, you will register that you are an “Others" in the enrollment fee payment category approval.
After registration, please proceed to payment.





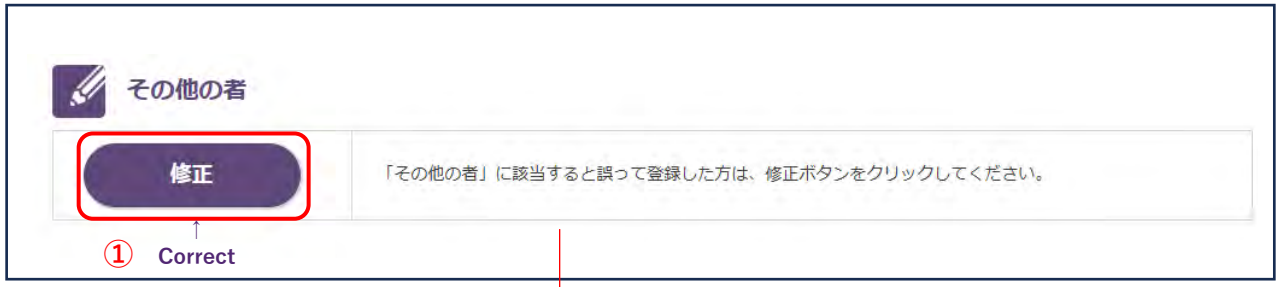


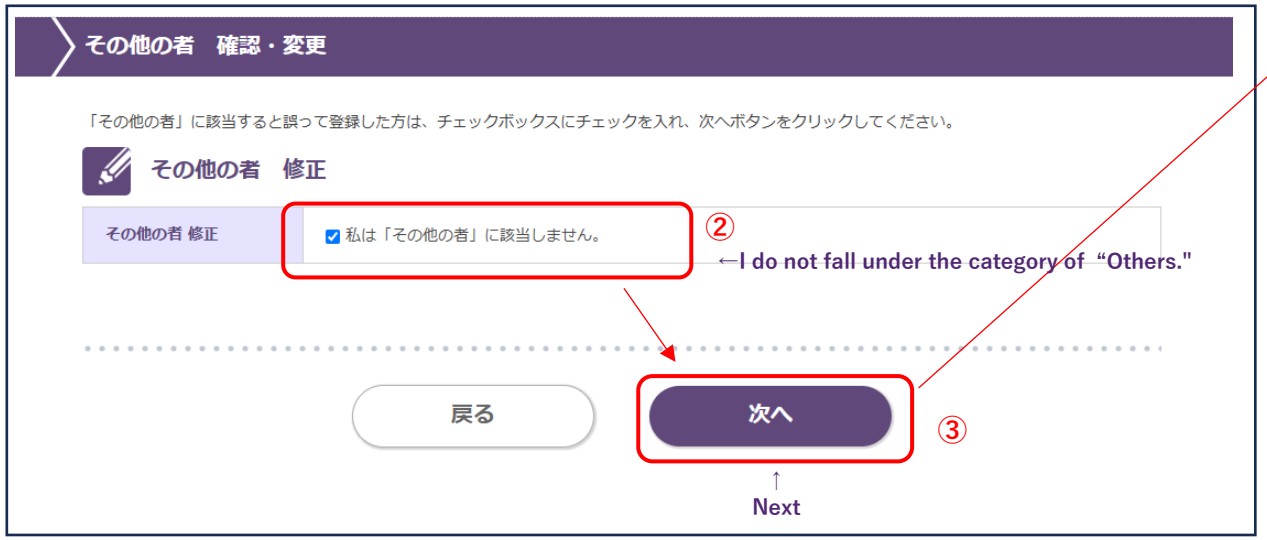


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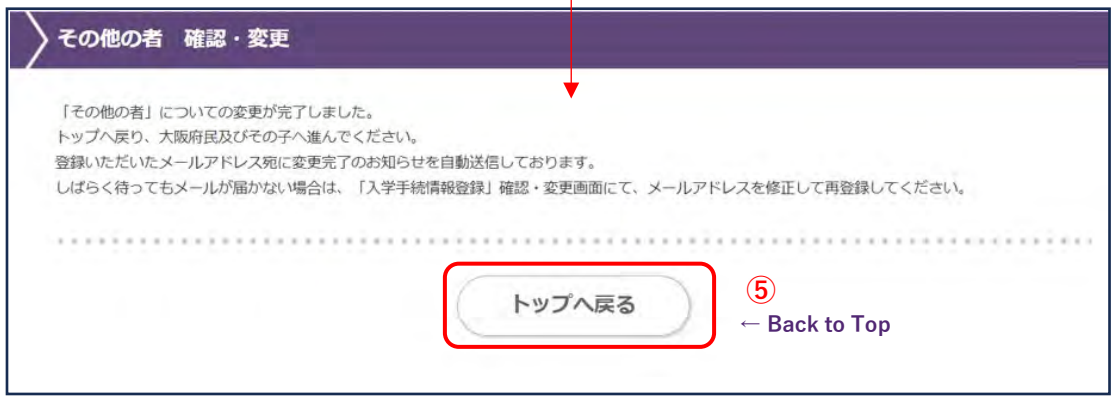
【 Reference 】Correct “Others”

If a person who does not fall under the category of “ Others“ has registered,
you can correct the information by clicking the “Correct” button below before the payment is completed.







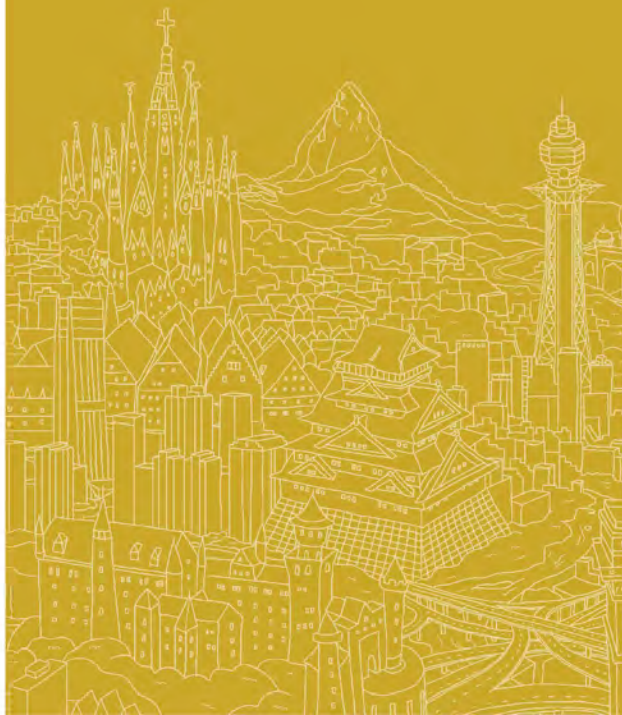


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2－4. Enrollment Fee Payment Category Certification

＊Only those who fall under the category of "Osaka Prefectural Citizens and their children"



Enter the application form for Approval of Enrollment Fee Payment Category（“Osaka prefectural citizens and their children"）

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This screen shows the link to the application form (external site). Those who fall under the category of " Osaka prefectural citizens and their children“ must apply **before making the payment**.

Step1：Check which of the following table applies.
Step2：Prepare the necessary documents listed below.
(Notice : Official documents such as a certificate of residence must be issued within one month of the date of the admission procedure.)
Step3： Access and upload the application form.
Step4： Return to Enrollment Procedure Site and go to the next menu ” Application form for enrollment fee payment category registration completed”.



～～～～～～～～～～～～Notes on certificate of residence～～～～～～～～～～～～～

- You don't need to fill in you’re an individual number (nicknamed ‘My Number’).
- Be sure to ask for "items that can confirm the period of residence" at the municipal office.
- When you receive the certificate of residence, please confirm that the “date of becoming a prefectural resident (foreign resident)" in the field of matters to be certified is prior to April 1, 2026.
- Can be for individual or household members. In the case of a certificate of residence on which all members of the household are listed, please submit the entire set of documents, not just the pages of the person.

	Eligible person（Same requirements for non-Japanese nationals）	necessary documents
①	This is an application form for students who have been living in Osaka for more than one year before the admission date(before April 1,2026 for students entering on April 1, 2027).	・Certificate of residence
②	Those who do not fall under "①," but either of the parents who are in the same family register as the student has a resident record in Osaka Prefecture for one year or more prior to the admission date (before April 1,2026 for students entering on April 1, 2027). ※In the case that the student has been removed from the family register of “either of the parents who is a resident of Osaka Prefecture” due to marriage, you will not be in the same family register.	・Certificate of residence(either of the parents) ・Certificate of all records or Certificate of individual records (To prove that they are in the same family register, one of their parents and the person in question is listed. If you do not have Japanese nationality, In lieu of these, official documents showing the relationship)
③	Fall under ① or ②, Those who have a change of address within Osaka Prefecture within the period(from one year before the admission date to the present).	・①or② ・Deleted residence record of Previous address (You do not need to move within the same city)

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＜Transition to an external site＞
Approval of Enrollment Fee Payment Classification（①Those who fall under）

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① This is an application form for students who have been living in Osaka for more than one year before the admission date.
(before April 1,2026 for students entering on April 1, 2027)
Access the application form in ③, If you have a change of address in Osaka from one year before the admission date to the present.

“ Application for Approval of enrollment Fee Payment Classification ① ” is displayed.



← Input fields are step from 1 to 5. Upload your Certificate of residence on step 3.
When the procedure is completed, you will receive a sending completion email. You can check your entries.

Return to enrollment procedure site after completing the application and go to “Application for Approval of Enrollment Fee Payment Classification Registration Complete"

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＜Transition to an external site＞
Approval of Enrollment Fee Payment Classification(② Those who fall under)

This is an application form for students who do not fall under ① , but either of the parents who belong to the same family register as the student has a resident record in Osaka Prefecture for one year or more prior to the admission date.(before April 1,2026 for students entering on April 1, 2027)
Those who have a change of address within Osaka Prefecture within the period(from one year before the admission date to the present) Access the application form ③.
In the case that the student has been removed from the family register of “either of the parents who is a resident of Osaka Prefecture” due to marriage, you will not be in the same family register.

“Application for Approval of Enrollment Fee Payment Classification ② ” is displayed.



← Input fields are step from 1 to 5 .
Upload your Certificate of residence and Certificate of all records or Certificate of individual records on step 3.
When the procedure is completed, you will receive a sending completion email. You can check your entries.

Return to enrollment procedure site after completing the application and go to “Application for Approval of Enrollment Fee Payment Classification Registration Complete"

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＜Transition to an external site＞
Approval of Enrollment Fee Payment Classification(③ Those who fall under)

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Fall under ① or ② , Those who have a change of address within Osaka Prefecture within the period(from one year before the admission date to the present).

“Application for Approval of Enrollment Fee Payment Classification ③ ” is displayed.



← Input fields are step from 1 to 6.
The students who are residents of Osaka Prefecture and have a change of address within Osaka Prefecture during the period are upload the following documents.
Upload your Certificate of residence on step4, and Deleted residence record on step5.

If either of the parents in the same family register is a resident of Osaka Prefecture and there is a change of address within Osaka Prefecture, upload the following documents.
Upload your Certificate of all records or Certificate of individual records on step 3 , Certificate of residence on step4, and Deleted residence record on step5.

When the procedure is completed, you will receive a sending completion email. You can check your entries.

Return to enrollment procedure site after completing the application and go to “Application for Approval of Enrollment Fee Payment Classification Registration Complete"

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Application for Approval of Enrollment Fee Payment Classification Registration Complete（"Osaka prefectural citizens and their children"）

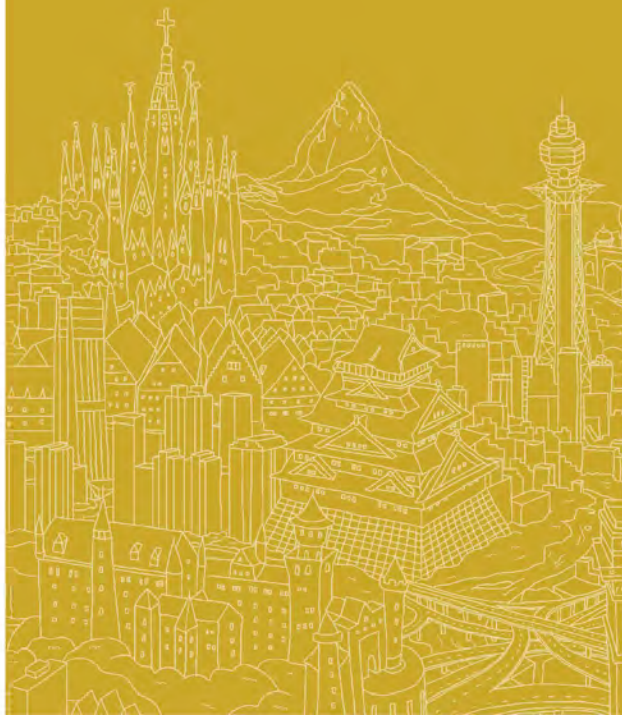
This screen is used to register that the relevant person of "Osaka Prefectural Citizens and Their Children " has completed the submission of documents through the application form.
After completing the registration, proceed to the payment from the top screen.



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2－5. How to pay the Enrollment Fee



Payment　Confirm payment details　（”Osaka prefectural citizens and their children”）

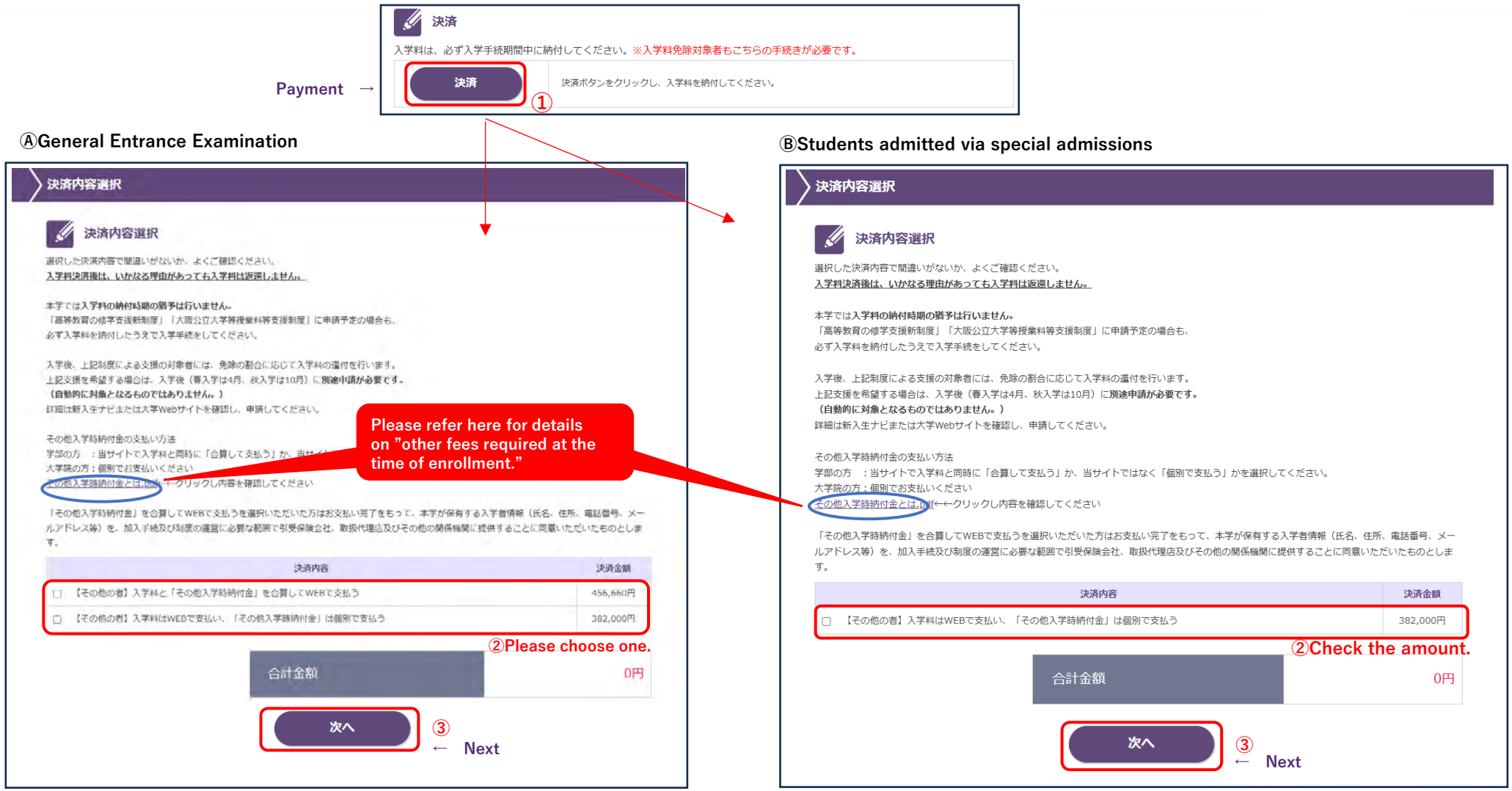
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※An additional fee of 100,000 yen will be charged if you are not a ”Osaka prefectural citizens and their children.”



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Payment　Confirm payment details　（”Others”）



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Payment　Select payment method（For everyone）

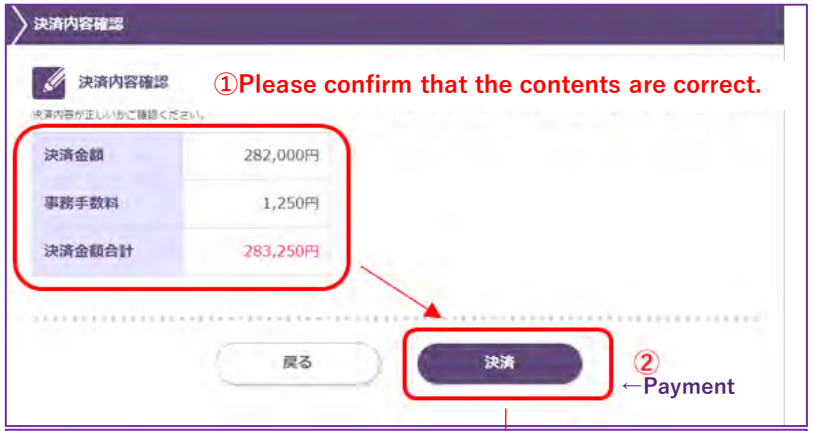
Please select either “Credit Card” or “Pay-easy ・Internet Banking."



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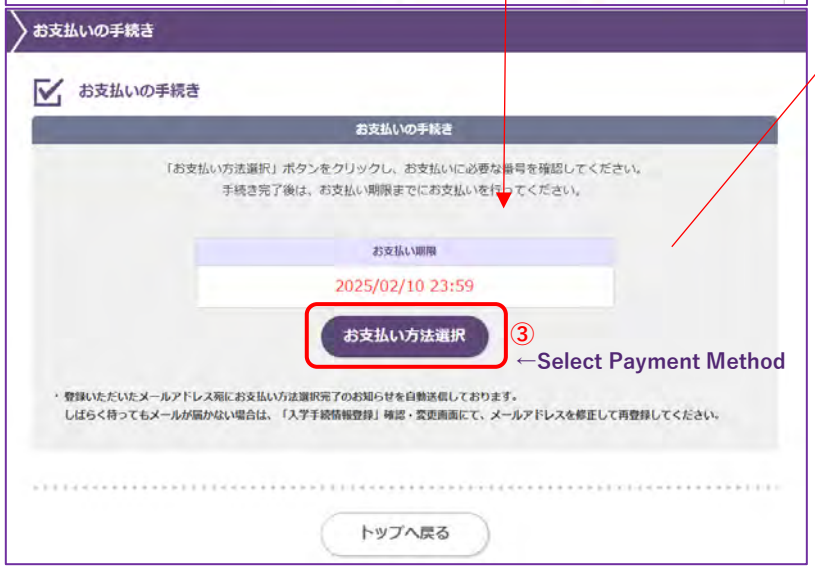
Payment　Those who selected Pay-easy

Obtain the necessary information for payment. After obtaining the information, please make a note of it or print it out and make your payment via a compatible ATM within the payment deadline. After the payment is completed, you will be notified by a payment confirmation e-mail.

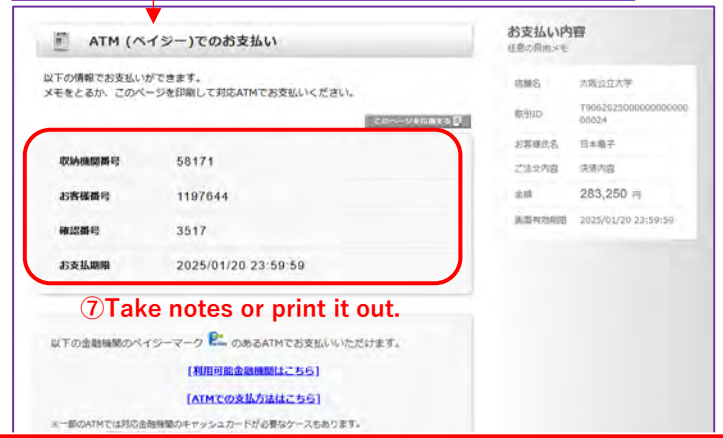










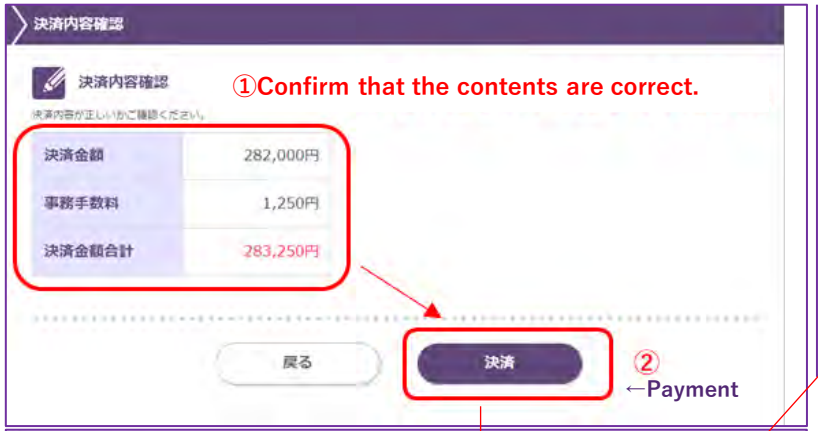


Please complete the payment via a compatible ATM within the payment deadline.

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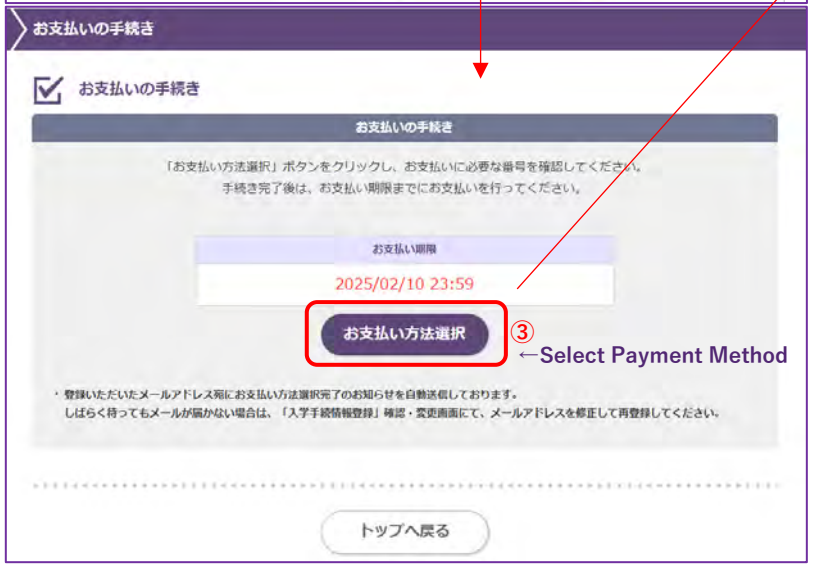
Payment　Those who selected Internet banking

Obtain the necessary information for payment. Select the payment institution and pay by net banking.
After the payment is completed, you will be notified by a payment confirmation e-mail.







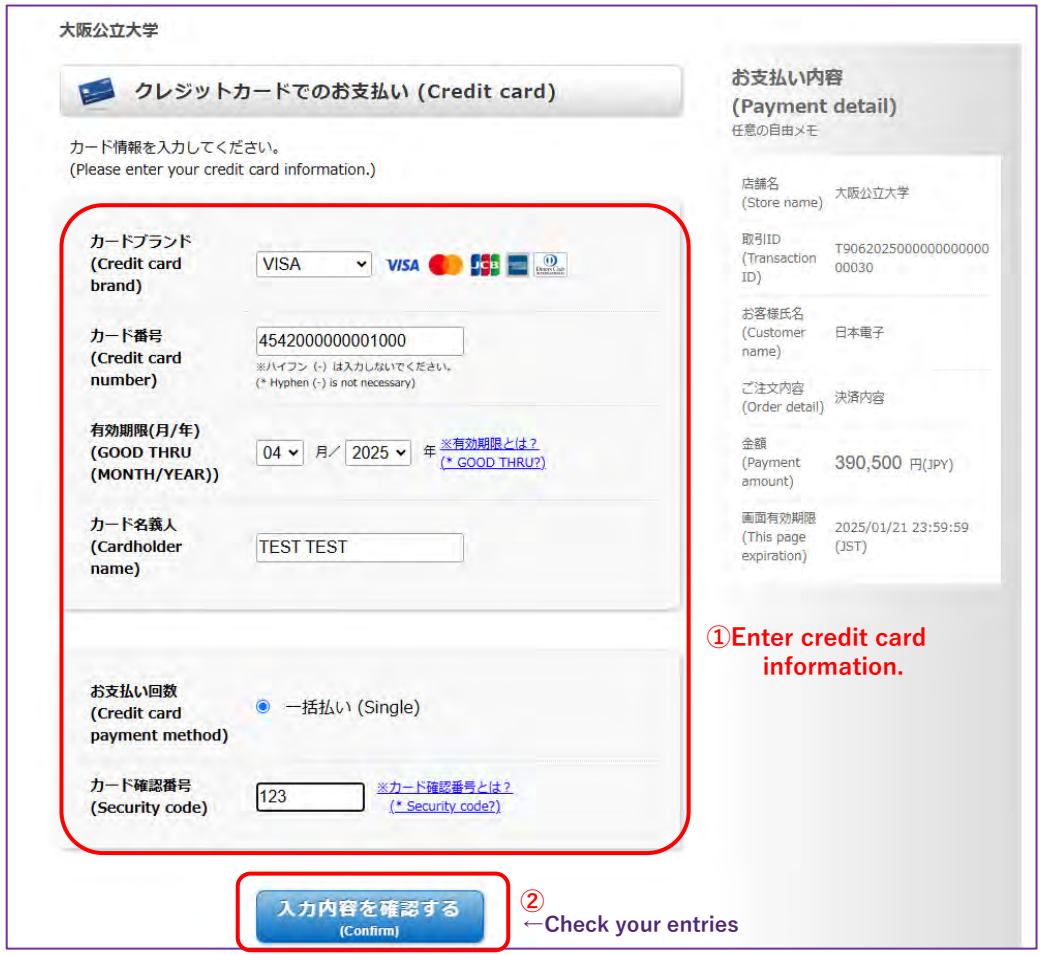




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Payment　Those who selected Credit card

Enter credit card information. After payment is completed, you will receive a confirmation email.



①Enter credit card information.

②←Check your entries



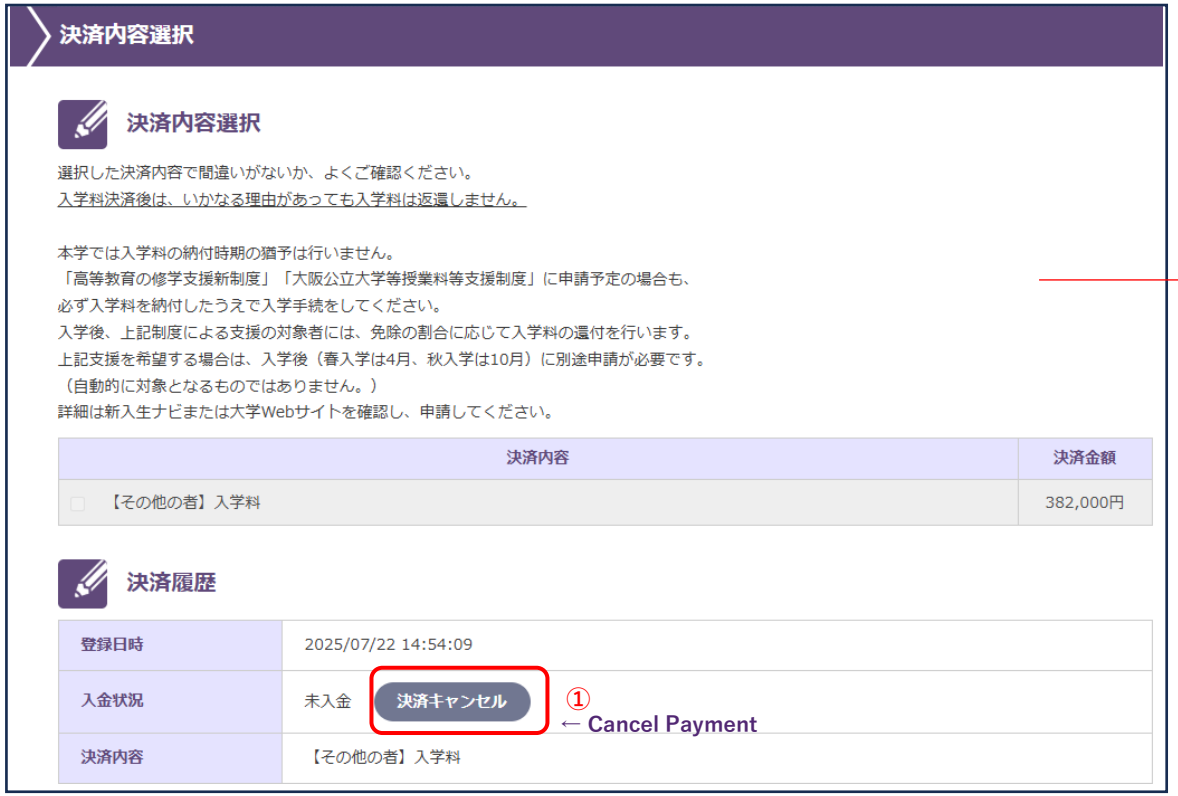
③ Check that the input is correct.

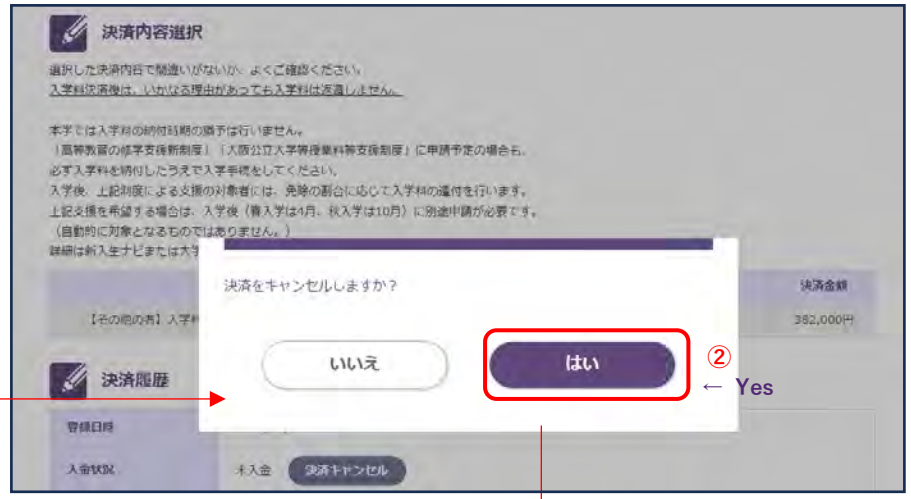
④←Payment

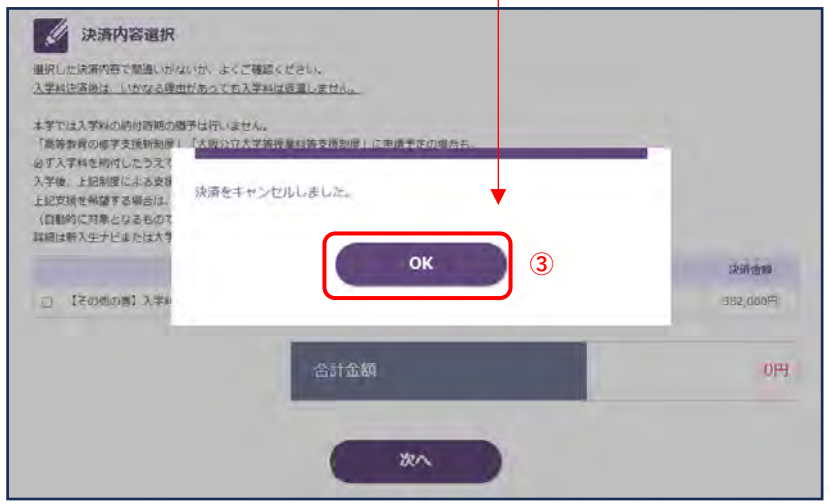
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【 Reference 】
In case of change of payment details and payment method

The payment history is displayed at the bottom of the screen. If it is before payment, you can cancel the payment by clicking the “Cancel Payment” button.
The payment details and payment method can be registered again.







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Top screen confirmation (completion of information registration and enrollment fee payment)

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This screen will be displayed when the procedure is complete. Check the information provided. (The content may vary depending on the type of entrance examination.)

ⒶGeneral Entrance Examination



ⒷStudents admitted via special admissions

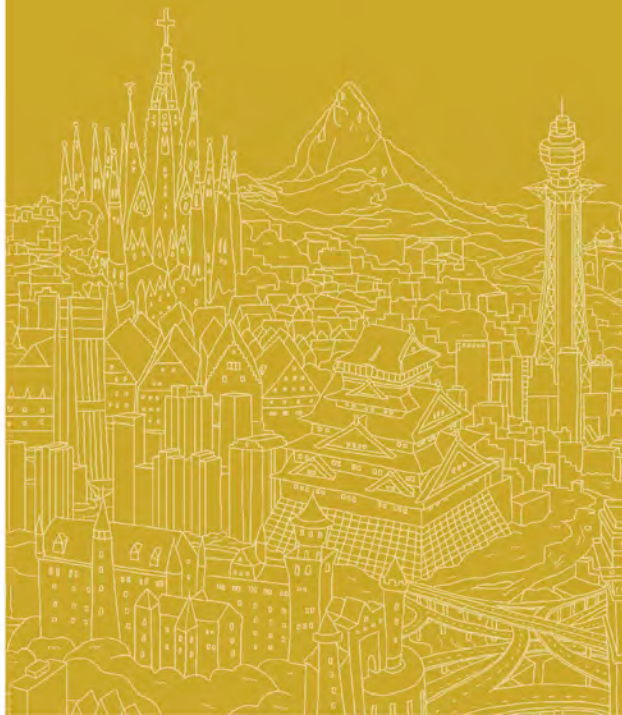


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(After the Period for enrollment Proceedings)

2-6.Student ID number and OMUID Confirmation



Student ID number and OMUID Confirmation (*displayed during the student ID number confirmation period)

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Click the “確認” button on the top screen “学籍番号・OMUID確認" to confirm student ID number, OMUID, and temporary password associated with the start of information service.



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Student ID number and OMUID Confirmation (*displayed during the student ID confirmation period)

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Your student ID number, OMUID*, and temporary password will be displayed. (*ID for using the internal campus system)　After confirming with student ID number, complete the procedures for using Osaka Metropolitan University's various systems and other information services by March 31.



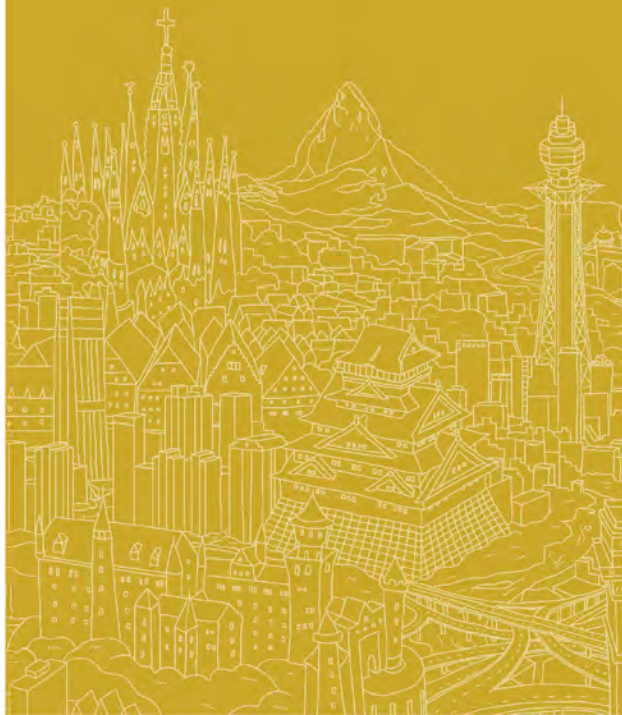
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(After the Period for enrollment Proceedings)

2-7. Admission declined

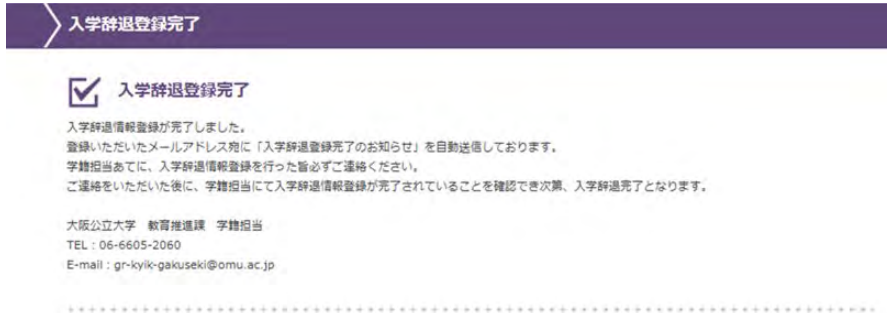
only for those who wish to decline



Admission declined(* Displayed after the end of the procedure period)

If you decline to participate in enrollment due to special unavoidable circumstances after completing enrollment procedure (after payment of enrollment fee), click “辞退登録" at the bottom of the top screen.





Note)After registering your enrollment decline information, contact the Student Registration, Academic Affairs Division by phone or email to inform us that you have registered your enrollment decline information.

***Please contact us by 12:00 , March 31.**

*As soon as the Student Registration, Academic Affairs Division confirms that you have registered your enrollment decline information, your enrollment decline will be completed. If you do not contact us by the deadline, your enrollment decline information will be cancelled and you will not be able to decline enrollment.

Note)The enrollment fee is not be refunded.

Note) If you paid the student insurance fee, the supporters association fee, the alumni association fee, and school and department alumni associations fee along with the enrollment fee on the enrollment procedure site, we will refund them. Please contact the person in charge below for the refund process.

Contact Information

For students of faculties other than the School of Nursing: E-mail: gr-gks-hoken@omu.ac.jp

For students of the School of Nursing: E-mail: gr-nurs-office@omu.ac.jp

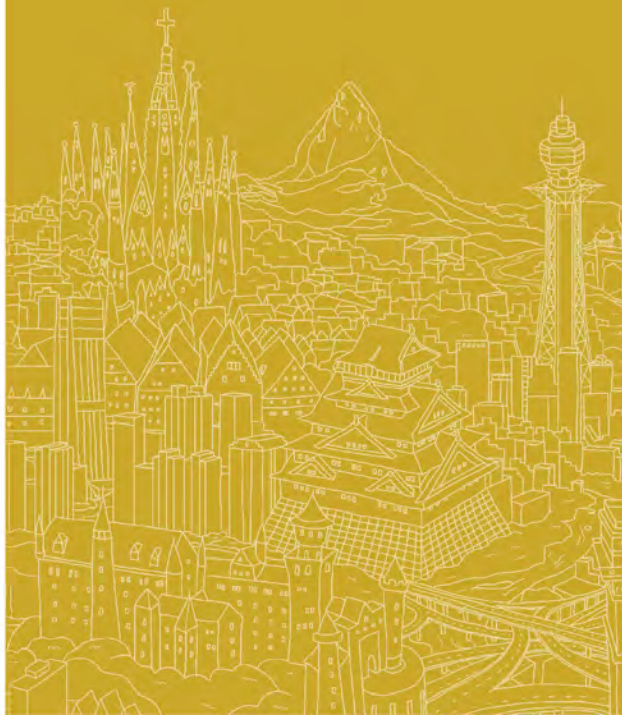
Education Supporters Association: E-mail: jimukyoku@omu-esa.org

Alumni Association: E-mail omua-info@omu-alumni.com

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3.Q&A



Q&A①

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【 About the System 】

Q. Pop-ups are blocked and the screen cannot be displayed.

A. Set your browser to always allow pop-ups.

【About registering enrollment procedure information and uploading photos to student ID card】

Q. It is displayed that some characters cannot be entered. What is wrong?

A. On enrollment procedure website, you cannot use characters other than JIS level 1 or 2 kanji or alphabets, nor does it allow the use of commas (,).
Replace them with common Kanji or Katakana.

Please refer to P.12 for further details.

Q. My address will change in April. Should I enter the new address?

A. Enter your current address as mail may be sent to enrollment. If you move after enrollment, forward your mail at the post office so that it will be sent to your new address.
The registered address can be changed on student portal site (UNIPA) after enrollment, so make changes after enrollment.

Q. Unable to upload photo.

A. The upload file format is only .jpg or .jpeg.
Also, you may not be able to upload using an older version of Internet Explorer. Try again using another browser.

Q. I made a mistake in the information I registered. Can I correct it?

A. You can correct the information within the procedure period.
If you find that there are any errors in your registration after the procedure period, contact the Student Registration, Academic Affairs Division. (You don't need to contact us as you can correct your address and phone number after enrollment.)

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Q&A②

【 Enrollment Fee Payment Category Certification Request】

Q. I have already completed the payment (282,000 yen deposited) without registering for enrollment Fee Payment Classification Approval. Please tell me how to register for enrollment Fee Payment Classification Approval.

A. After the payment is completed, we will send the "[Osaka Metropolitan University] Enrollment Fee Payment Confirmation Notice" to the e-mail address registered on the enrollment procedure information registration screen. The URL for the enrollment fee payment category approval application form is provided. Please access the appropriate form and complete the application within the enrollment procedure information period.

【Payment of enrollment Fee】

Q. Payment details (amount) and payment method After elective subjects, can I change the details of elective subjects?

A. You can change it if it is before the settlement is completed (unpaid) within enrollment procedure period.
Click "Cancel settlement" from the settlement history on the settlement details elective subjects screen , and proceed again from the settlement details elective subjects.

Q. I forgot the number I need to pay by Pay-easy.

A. After payment method elective subjects, we have sent "[Osaka Metropolitan University] Payment Method elective subjects Completion Notice" to the email address registered on enrollment procedure information registration screen. Click the payment URL in the email to confirm.

Q. I paid enrollment fee, but I haven't received an email from the university.

A. Correct and re-register your e-mail address on the "Register enrollment Procedure Information" confirmation/change screen.

【student ID OMUID Confirmation】

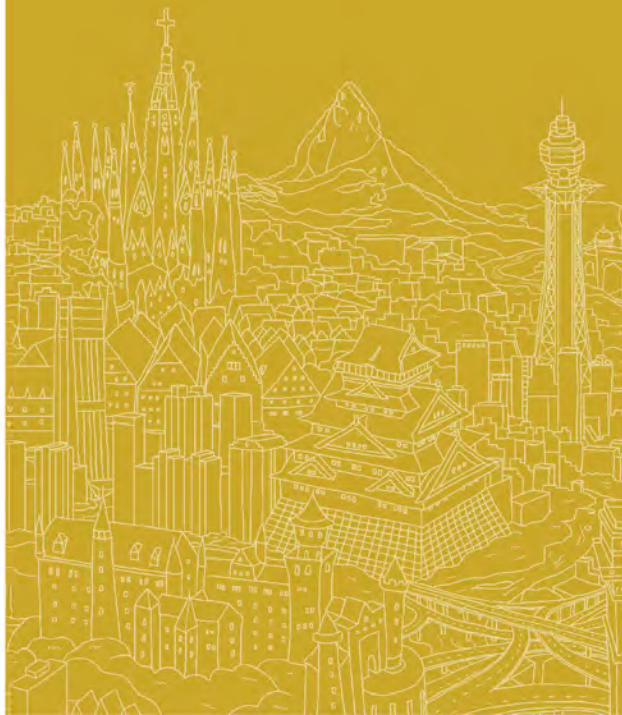
Q. When and where can I check student ID number and OMUID?

Check the schedule shown in the ◆重要：学籍番号の確認についての＜学籍番号・OMUID確認、情報サービスの利用開始手続き期間＞ which is displayed after completing registration and payment of enrollment fee.

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4.Contact Information



Contact Information

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■Matters relating to the submission of documents relating to enrollment procedures (graduation Certificate, National and Public University enrollment Confirmation Card (Applicants only))

Admissions Office
Mail：gr-nyu-uketuke@omu.ac.jp
Tel.：06-6605-2141 (Sugimoto Campus)　072-254-9202 (Nakamozu Campus)
(Weekdays, last day of enrollment procedure 9:00 -17: 00)

■Matters relating to the registration of enrollment procedure information

Student Registration, Academic Affairs Division
Mail：gr-kyik-gakuseki@omu.ac.jp
TEL：06-6605-2060
(Weekdays, last day of enrollment procedure 9:00 -17: 00)

■Matters concerning payment of enrollment fees

Financial Support Office Student Affairs (in charge of tuition fees)
Mail：gr-gks-gakuhi@omu.ac.jp
TEL：06-6605-2054
(Weekdays, last day of enrollment procedure 9:00 -17: 00)

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