

Kyoto University EX-Settlement Service (for Gakkensai / Futaibaiseki Insurance) Application and Payment Methods

The insurance premiums can be paid at a convenience store (24 hours per day), by credit card, at an ATM, or by internet banking.

1 Applying online

Students enrolling in the 2026 academic year* should pay their insurance premiums via the website for newly-enrolled students before enrolling (by March 30, 2026, for students enrolling in April, or by September 29, 2026, for students enrolling in October).

EX-Settlement Service Website for new students: <https://www3.univ-jp.com/kyoto-u/en/ins/>

*This includes students who are advancing from an undergraduate faculty to a graduate school, etc. (from an undergraduate program to a master's program, from a master's program to a doctoral program, from being a research student to a master's program or doctoral program, etc.). To apply for the insurance, you are required to provide your student number after advancing to a higher-level program. Please note that if you apply using your old student number, your application may not be successful.

EX-Settlement
Service website
for new students



Current students who have not yet enrolled in the insurance (procedures after enrollment)

If you are applying after enrolling at the university, please apply via the website for currently enrolled students.

EX-Settlement Service Website for current students: <https://www3.univ-jp.com/kyoto-u/en/in1/>

EX-Settlement
Service website
for current
students



2 Keep a record of the application details

Please write down or print out your application number (not your examinee number) and the payment number(s) displayed on the screen. Please note that in order to redisplay your application details, you will be required to enter your e-mail address, password, and date of birth as entered in the application (or personal information page).

3 Paying the insurance premium

*Please note that an administration fee of 480 yen will be charged in addition to the insurance premium. Please see the Kyoto University EX-Settlement Services website for more details.

Please make the payment using one of the methods below. **If you are making the payment from outside of Japan, you can only pay by credit card.**

Credit Card	Convenience Store (for payments under 300,000 yen)				
<p>Credit card details Ensure that you have your credit card on hand, as you will be required to enter your card details to make the payment.</p> <p>Make a single payment Credit cards can only be used for a single payment of the full amount.</p> <p>Ensure that you have sufficient funds Please ensure that you have sufficient funds available on your credit card before beginning the payment process.</p>	<p>Tell the store clerk that you wish to make an "internet payment" and show or tell them your "payment reference number", and make the payment in cash.</p> <p>Please note that you cannot use the multifunction copy machine to make the payment.</p>	<p>Select 各種サービス メニュー (Service Menu).</p> <p>Select 各種代金・インターネット受付・スマートビットのお支払 (Pay a bill/Pay for an online purchase/Pay for a Smart Pit purchase).</p> <p>Select 各種代金お支払 (Pay a bill).</p> <p>Select マルチペイメントサービス (Multi-Payment Service).</p> <p>Confirm that the information on the screen is correct, and select "Yes."</p> <p>Enter your customer number.</p> <p>Enter the confirmation number</p> <p>Confirm that the information on the screen is correct, and select "Yes."</p> <p>Confirm that the information on the screen is correct, and select "Yes."</p> <p>The terminal will dispense an application ticket. Take the ticket to the cash register within 30 minutes to make the payment.</p>	<p>Select [代金支払い/チャージ (コンビニでお支払い) Payment/Charge] (Pay a bill)</p> <p>Select [番号入力画面に進む] (Go to number entry screen).</p> <p>Enter the customer number.</p> <p>Enter the confirmation number.</p> <p>Agree and proceed.</p> <p>If the application information is correct then press the "Confirm" and "Print" buttons.</p> <p>An application ticket will come out of the terminal so pay the ticket with cash at the counter within 30 minutes.</p>	<p>Tell the store clerk that you want to make an internet payment (インターネット支払い).</p> <p>Enter the online payment number (オンライン決済番号) on the LCD touch panel screen of the cash register.</p> <p>Confirm the payment details and press the "確定" (Confirm) button, and make the payment in cash.</p>	<p>Tell the store clerk that you want to make an online payment (オンライン決済).</p>
<p>Payments can be made using ATMs with the "Pay-easy" mark at the financial institutions below. Pay-easy can be used to make cash payments of up to 100,000 yen or credit card payments of up to 1,000,000 yen.</p> <p>Financial institutions that provide the Pay-easy service include:</p> <ul style="list-style-type: none"> - Japan Post Bank - Mizuho Bank - Resona Bank/Saitama Resona Bank <p>■ List of financial institutions that provide the Pay-easy service (in Japanese) https://multiple-payment.biz/pages/financial-institution-list.html</p>	<p>ATM (Pay-easy)</p> <p>From the ATM menu screen, select "税金・料金払込み (Pay tax or bill)" of "Pay-easy."</p> <p>Enter the payee number, customer number, and confirmation number.</p> <p>Select either "現金" (Cash) or "キャッシュカード" (Cash card) as the payment method, and make the premium payment.</p>				
<p>The internet banking services of major banks, regional banks, credit unions and cooperatives, worker's credit unions, agricultural cooperatives, and fishery cooperatives can be used to make the payment. An advance application with the financial institution is required.</p> <p>Payments can also be made via Rakuten Bank, au Jibun Bank, PayPay Bank, or SBI Sumishin Net Bank. You must open an account with the bank prior to making the payment.</p>					<p>Internet Banking</p> <p>Open the payment and application content confirmation screen.</p> <p>Click "Payment with Internet Banking."</p> <p>Select the financial institution that you will use to make the payment, log in, and make the premium payment.</p>

Please note that the convenience stores and banks, etc., that can be used to make the premium payment are subject to change. Please see the EX-Settlement Service website for the latest information.

4 Keep the payment notification e-mail

Please note that an insurance certificate will not be issued. **Once you have completed the premium payment, a payment notification e-mail will be sent to you from the Kyoto University EX-Settlement Service. Please retain the e-mail as proof of payment.**

If you do not receive the e-mail, please check that it has not been mistakenly sent to your e-mail account's "Spam" folder.

EX - Settlement Help Desk

Phone: 03-6837-7944

Reception Hours :

- April 11 to August 31: 10 am to 1 pm, 2 pm to 6 pm (Closed on weekends and public holidays)
- September 1 to April 10: 10 am to 6 pm

[Note] Reception is not available at the start and end of the year (December 30 to January 3).

*You can check whether the payment procedure has been completed on the "Confirmation of Application Details" page of the EX-Settlement Service website: <https://www3.univ-jp.com/kyoto-u/en/receipt/search>

Please note that in order to redisplay your application details, you will be required to enter your e-mail address, password, and date of birth as entered in the application (or personal information page), as explained above in item "2. Keep a record of the application details."