

Sophia University Registration Guide for Direct Debit of School Fees

Online Direct Debit Acceptance Service User Guide



上智大学
SOPHIA UNIVERSITY

Prepare the following in advance:

- Student's own student ID number
- Student name
- Account holder's date of birth
- Account holder's email address
- PIN (ATM card)
- Other information necessary for authentication by the financial institution*

*Required information varies depending on your financial institution.

For more information, please refer to the following web page.

https://www.muf.bk.mufg.jp/collect/net_bank.html (The Mitsubishi UFJ Factors web page)

URL and QR code for account registration

[Access the site using the URL or QR code and complete the procedures.](#)

Access from smart phones

https://muf-webkoufuri.net/plus/MUFGWCN080190Action_dolnit.action?Yz03Nzk1OQ%3D%3D

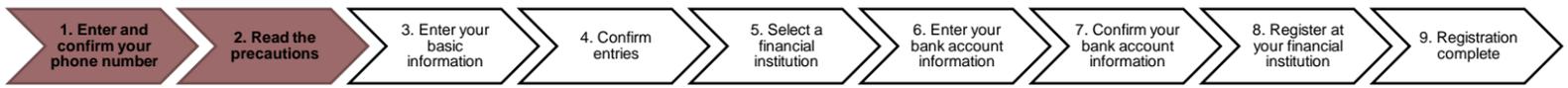


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NOTE

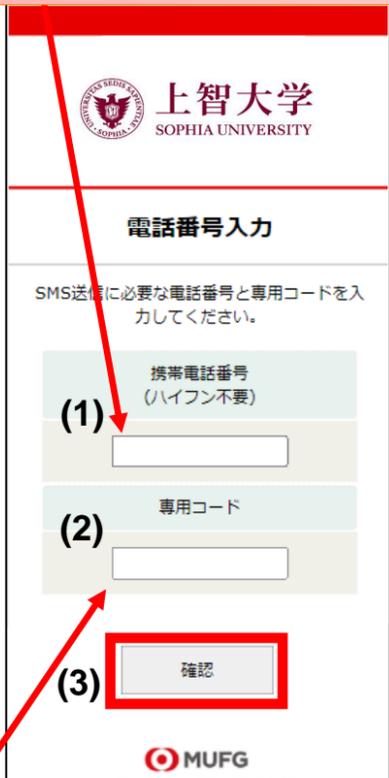
- Do not use the browser's back, forward, or reload button while operating on the screen. Be sure to use the buttons on the screen.



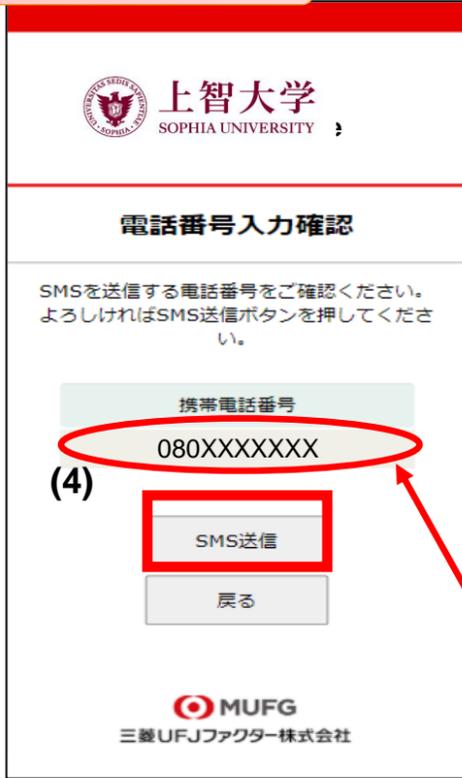
1. Enter and confirm your phone number

- ◆ First, access the site using the URL or QR code for account registration on the front cover.
- This step is for sending an **SMS (short message) containing a link for account registration*** to your mobile phone number.
- Enter your mobile phone number in (1) and the dedicated code “sophia” that we have provided to you in (2).
- Check that you have entered the correct mobile phone number and the dedicated code, and press (3) “Confirm.”
- The information you have entered will appear on the next screen. If everything is correct, press (4) “Send SMS.”
- (5) A screen appears indicating the SMS transmission request has been accepted.

(1) Make sure to enter your mobile phone number correctly.



(2) Enter the dedicated code “sophia” that we have provided to you.



(4) When the mobile phone number you entered appears, make sure it is correct, and press (4).



***Numbers that appear when receiving SMS containing links for account registration**

Your mobile phone carrier	Number displayed
NTT DoCoMo, au (KDDI), Rakuten Mobile (Rakuten line)	05053584760
SoftBank	242143

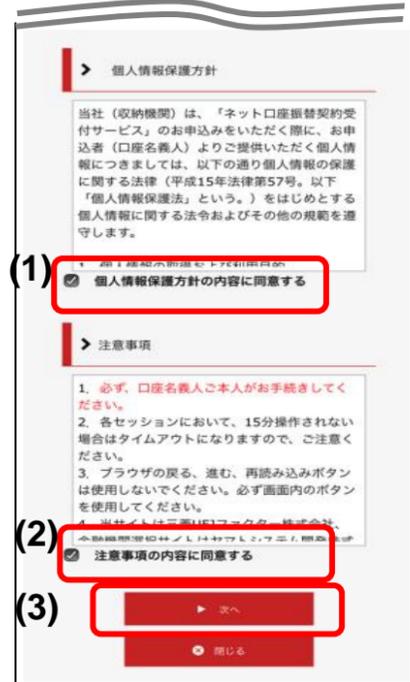
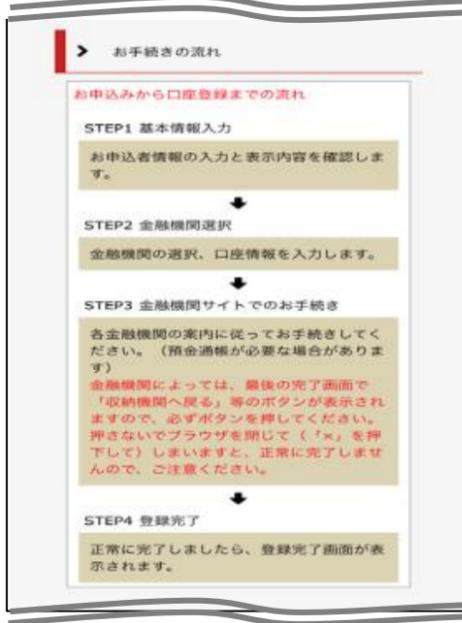
In the case of an MVNO* (low-cost phone plans, etc.), the number will be that of the company from which the mobile company in question has leased the communication line.

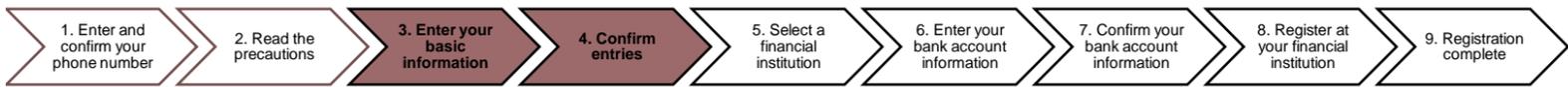
*MVNO: Short for Mobile Virtual Network Operator
 ==> Operators that provide services by borrowing wireless communication infrastructure (i.e., the infrastructure used to transmit radio waves to mobile phones and smartphones) from other companies

2. Read the precautions

<NOTE: After sending an SMS in step 1, open the link in the SMS text.>

- ◆ Please read [Privacy Policy] and [Precautions] carefully, check “I agree” for (1) and (2), and press (3) “Next.”





3. Enter your basic information

◆ This screen is for entering your basic information.
Fill in the fields (1) through (6) and press (7) "Next."

(1) Account holder's name (kanji) [Required]
口振
太郎
全角

(2) Account holder's name (katakana) [Required]
コウフリ
タロウ
全角カナ

(3) Account holder's date of birth [Required]
2002 年 01 月
01 日

(4) Student number (8-digit alphanumeric characters) [Required]

(5) Student name [Required]

(6) Account holder's email address [Required]

(7) 次へ

Please enter the name in katakana if your name is not written in Kanji.
Alphabetic input NOT allowed.

(1) to (3) Enter the name and date of birth of the person whose account you want to register as your debit account.

NOTE: The account holder must be the student himself/herself or his/her guardian.

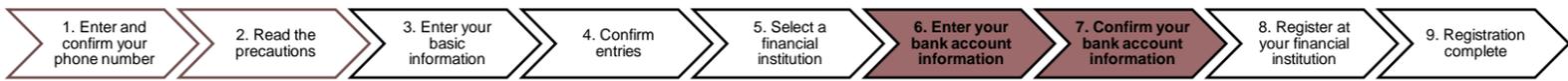
4. Confirm entries

◆ Check that you have entered your information correctly and press "Go to Financial Institution Selection."
The information you have entered as basic information will appear in (1). If there is no problem with the information, press "Go to Financial Institution Selection."

(1) Account holder's name (kanji) [Required]
コウフリ タロウ
Account holder's name (katakana) [Required]
コウフリ タロウ
Date of birth of the account holder [Required]
2002年01月01日

(2) 金融機関選択へ

注意事項
当画面を印刷、もしくはスクリーンショットを取得してください。
※印刷に関する注意事項
上記内容で間違いなければ、「金融機関選択へ」ボタンを押してください。



6. Enter your bank account information

- ◆ (1) Confirm that the name of the financial institution you selected appears in “Financial institution name.”
Check your bankbook or ATM card and enter your bank account information in (2).
After filling in all the fields, press (3) “Next.”

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金融機関選択
口座情報入力

口座情報入力

お引落口座の情報を入力し、『次へ』ボタンを押してください。以下の入力項目については、キャッシュカードまたは通帳をご参照ください。

(1) 金融機関名
三菱UFJ銀行

(2) 支店番号
001

預金種別
普通

口座番号
1234567

(3) 次へ

戻る
中止する

注意事項

web対応金融機関以外の口座でお申し込み手続き希望のお客様は書面での
お手続きとなります。
【各金融機関のお手続きについて】
各金融機関のお申し込みページでは、最終ページに表示されているボタ
ンは必ず押下して下さい。「通知」「送信」「収納機関に戻る」など最

(1) Confirm that it is the name of the financial institution you selected.

(2) Enter the branch number, bank account type, account number, and account holder's name.

7. Confirm your bank account information

- ◆ Confirm that the account information you have registered is correct and proceed to (1) “To Financial Institution Website.”

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金融機関選択
口座情報入力
金融機関遷移

金融機関でお手続きを進めてください

以下の内容でよろしければ、『金融機関へ』ボタンを押して、金融機関のお申込画面に進んでください。

契約者氏名
口振 太郎

金融機関名
三菱UFJ銀行

支店番号
001

預金種別
普通

口座番号
1234567

口座名義人
コウフリ タロウ

これより先は、三菱UFJ銀行サイトへ遷移します。
三菱UFJ銀行サイトで登録を完了させるには、最後に必ず「収納機関に戻る」ボタンを押してください。
押さなかった場合、お手続き内容が弊社に伝わらず、口座振替のお手続きが完了しません。

金融機関へ

戻る
中止する

注意事項

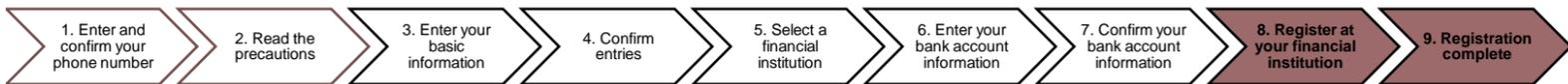
【各金融機関のお手続きについて】
各金融機関のお申し込みページでは、最終ページに表示されているボタ
ンは必ず押下して下さい。「通知」「送信」「収納機関に戻る」など最
終ページに表示されるボタンを押下しないと、口座振替登録が正常に完
了しない場合があります。

(1) Pressing “To Financial Institution Website” will load the web page of the financial institution you have registered. Follow the instructions given by your financial institution to complete the direct debit procedure.

On the financial institution's web page, you will be required to enter information such as the following:

- Latest account balance
- PIN
- Account holder's date of birth
- Phone number registered at the financial institution

NOTE: Required information differs depending on the financial institution.



8. Register at your financial institution

- The registration procedures differ depending on the financial institution.

Please contact your financial institution for any questions about operation method, contents, etc.

NOTE: Depending on the financial institution, you may be unable to receive adequate explanations about this Online Direct Debit Acceptance Service if the staff is not the person in charge.

This “Online Direct Debit Acceptance Service” is called differently at other financial institutions. When making inquiries to your financial institution, please indicate that your question concerns an online direct debit registration service, in other words you need information about the direct debit registration function that uses an internet connection.

9. Registration complete

- ◆ Your registration is complete when “Success” appears in (1).

