

2026

Guidelines for Admission Procedures

For September 2026 Enrollments

Entrance Exam for Foreign Student Admission (Method B)
Entrance Exam for Candidates Recommended by Designated Schools
Faculty of Global Management

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Admission procedures consist of two steps :
“Payment of School fees and Other Fees” and
“Input of Personal Information”.

If you do not complete the required procedures by the
prescribed date, you will not be able to enroll.

※ For details, please refer to the instructions in these guidelines and
on the following website.

[Admission Procedures Site]

https://www.chuo-u.ac.jp/connect/enrollment/2026/gm_autumn/

※ All dates and times listed in these guidelines are based on Japan
Standard Time (JST).

If you are applying from overseas, please be sure to follow the
procedures according to Japan time.



中央大学
CHUO UNIVERSITY

1

Admission Procedures and Period

● Admission Procedures

Please complete the procedures within the designated admission period.

STEP 1

Check the Admission Procedures Site on UCARO and carefully read the Guidelines for Admission Procedures

Please check the result on the "Admission Result" page of UCARO. You can download and print a "合格証(Certificate of Admission)" from the result page of UCARO until Tuesday, Jun. 30, 2026.

STEP 2

Payment of School fees and Other Fees [See page 2]

※As long as both STEP2 and STEP3 are completed by the deadline, it does not matter which one is completed first.

There are two ways to complete the School fees and Other Fees payment:

1. Payment from a bank in Japan
2. Payment from overseas

STEP 3

Input of Personal Information on UCARO [See page 5]

※As long as both STEP2 and STEP3 are completed by the deadline, it does not matter which one is completed first.

After entering the information, be sure to click the "全入学手續情報入力完了(Completion of All Personal Information Input)" button.

After clicking the "全入学手續情報入力完了(Completion of All Personal Information Input)" button, you will not be able to make any changes to the information entered.

STEP 4

Confirm your Admission Procedures status on UCARO [See page 17]

You can check your Admission Procedures status on UCARO. Please check page 17 for a list of statuses.

STEP 5

Prepare for Admission [See page 18]

- Complete the procedures to obtain the "Student" residence status.
- Prepare necessary documents for submission after enrollment.
- Notifications regarding schedule after enrollment will be sent to the e-mail address registered at the time of application. Fall semester classes start on Monday, Sep. 21.
- Please review the details regarding other matters student life after enrollment.

※If you decide to withdraw from enrollment at Chuo University after completing the entire admission procedure, you are required to complete the prescribed procedures.

Please review page 22 and complete the withdrawal procedure.

● Admission Procedures Period

Please complete STEP 2 (Payment of School fees and Other Fees) and STEP 3 (Input of Personal Information on UCARO) during the period below.

Friday, Apr. 3 - Thursday, Apr. 30, 2026

※Overseas remittance deadline: **Thursday, Apr. 23, 2026**

Please refer to page 3 for details.

STEP2 Payment of School fees and Other Fees

1. Payment from a bank in Japan

Please check the following information and complete the payment of School fees and Other Fees in accordance with the payment instructions. Make sure to complete the payment well in advance of the deadline.

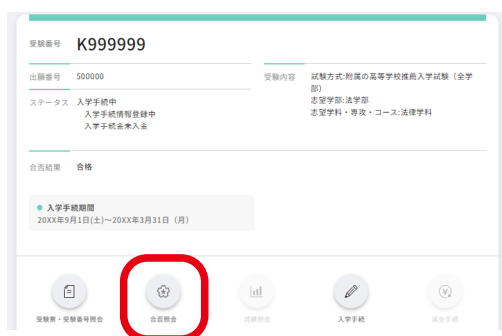
- (1) Enrollment confirmation fee will not be refunded for any reason.
- (2) It may take up to 3 days (excluding weekends and national holidays) from the payment for the status to change.
- (3) Print out the bank transfer form from the result confirmation page of the application portal site UCARO (<https://www.ucaro.net>), and complete the bank transfer by **Thursday, April 30, 2026**. Payments from Japan Post Bank and Post Office are not permitted. Bank transfers cannot be made by credit cards, Pay-easy, at convenience stores, ATM, STMs or through internet banking.
- (4) Please fill in the name, address, and telephone number of the remitter in the “振込依頼人 Remitter” section. The remitter does not have to be the admitted applicant.
- (5) The bank transfer fee must be borne by the applicant (remmitter).
- (6) Please note that some financial institutions (especially credit unions such as Shinkin Bank and Japan Agricultural Cooperatives) may require individual confirmation at the time of payment at the university.
- (7) Please keep the receipt until admission. If an error occurs in the receipt of funds by the university, you may be required to submit the receipt as supporting documentation.

Payment Instructions

1) Log in to “UCARO”, and select “受験一覧 (Examination List)”



2) Select “合否照会 (Admission Result Inquiry)”



3) Select “振込用紙を印刷する (Print Bank Transfer Form)”



③ Complete the payment at the counter of a financial institution

The information required for the transfer is as follows:

項目 (Item)	記入内容 (Entry details)
送金方法 (Remittance Method)	電信送金 (Telegraphic Transfer)
通貨 (Currency)	日本円 (JPY)
送金金額 (Amount)	879,600円 (JPY)
関係銀行手数料 (Paying Bank's Charge) (Note1)	依頼人(合格者)負担 (Please make sure to select APPLICANT or OUR)
日本の支払銀行 (Paying Bank)	三井住友銀行 (Sumitomo Mitsui Banking Corporation)
支店名 (Branch)	八王子支店 (Hachioji Branch)
国名 (Country)	日本 (Japan)
支払銀行住所 (Bank Address)	東京都八王子市旭町8-1 (Tokyo-to Hachioji-shi Asahicho 8-1)
受取人口座番号 (Payee's A/C No.) (Note2)	店番 843 普通預金 3249352 (Ordinary Account 843-3249352)
受取人 (Payee)	学)中央大学 (Chuo Univ.)
受取人住所 (Address)	東京都八王子市東中野742-1 (Tokyo-to Hachioji-shi Higashinakano 742-1)
連絡事項 (Remittance Information) * This section must be completed.	受験番号 (Examinee's number) 合格者氏名 (Successful candidate's name) 2026年度中央大学入学手続 (2026 Chuo Univ. admission procedures)
依頼人 (Remitter)	署名、依頼人(合格者)英字氏名、住所、電話番号 (Signature, Successful candidate's Name in Print, Address, Telephone No.)
送金目的 (Purpose)	一括入学手続費用 (School fees and Other Fees)
SWIFT コード (SWIFT CODE)	SMBCJPJT (HACHIOJI BRANCH)

Note 1 : As details can vary from country to country, please ask your financial institution if you have any questions. Also, please note that you may be asked to provide identification.

Note 2 : If you are asked for the phone number of the payee (Chuo University), please provide the following phone number: **+81-42-674-2210**

<Note>

- Bank transfer fees are the responsibility of the person making the payment (the remitter). Please pay these fees at the financial institution's counter in addition to the remittance amount.
- If the amount received by the university is insufficient, admission will not be granted. Please transfer funds with sufficient margin, taking bank fees into account. Should the received amount exceed the tuition fees, the excess will be refunded.
- If the form lacks a field for bank fees or if the teller inquires, please clearly state that the fees are the responsibility of the person handling the enrollment (the remitter).
- Overseas remittance cannot be received with account numbers other than those on this page. Please be very careful to enter the correct account number.

④ Send a copy of the certificate of overseas remittance (receipt) to the Admissions Center.

Please send a copy of the certificate of the overseas remittance (receipt) as a PDF or JPEG attachment to the following email address. Please rename the attachment file as "F●●●●" (your examinee's number).

<send to> [osr-rf-grp\[at\]g.chuo-u.ac.jp](mailto:osr-rf-grp[at]g.chuo-u.ac.jp)

*Please ensure to replace "[at]" with "@" prior to sending the email.

Subject : Copy of the certificate of overseas remittance


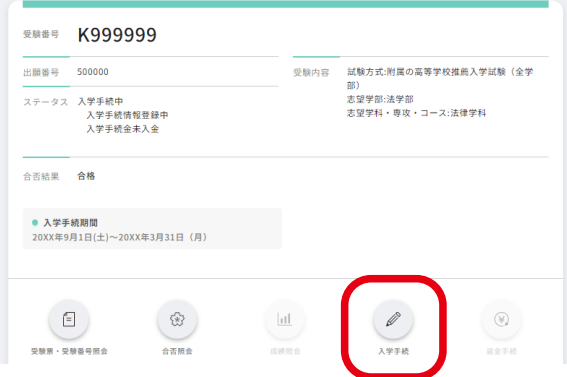

Main text : (1) Successful candidate's name (2) Examinee's number (3) Phone number

STEP3 Input of Personal Information on UCARO

Please make sure to input all of the required information as shown below and then click the “全入学手続情報入力完了 (Completion of All Personal Information Input)” button to complete registration. **The admission procedures will not be completed until you click on “全入学手続情報入力完了 (Completion of All Personal Information Input)” button.** Please note that you will not be able to modify any of the information you have entered once you have clicked the “全入学手続情報入力完了 (Completion of All Personal Information Input)” button.


Please check the information you have entered carefully before completing registration.

Input Procedure

- 1) Log in to “UCARO”, and select “受験一覧 (Examination List)”
 
- 2) Select “入学手続 (Admission Procedure)”
 
- 3) Check the “個人情報の取扱いに関する同意条項 (Agreement on the Handling of Personal Information)”
 

By agreeing to the University's Handling of Personal information, you will be able to enter all items required for the admission procedures.

Click the “同意条項に同意する (I agree)” button

Click the “完了する (Complete)” button
- 4) Confirmation of the “学則・諸規定誓約 (Pledge of Academic Regulations and Various Rules)”
 

Please review the Chuo University Regulations and Related Provisions Pledge.

Click the “学則・諸規定誓約に同意する (I agree)” button

Click the “完了する (Complete)” button

5) Confirmation of the “本人誓約書・同意書 (Student Pledge and Agreement)”

6) Confirmation of the “保証人誓約書・保証書・同意書 (Guarantor’s Pledge, Guarantee and Agreement)”

7) Enter “本人情報 (Personal Information)”

The information you entered at the time of application is already registered. Please click on “本人情報を編集する (Edit personal information)” and enter all missing information according to the instructions below.

受験一覧

入学手続



【入学手続情報入力】本人情報

Name in Kanji/Katakana

氏名 手続 テスト

Date of Birth

生年月日 2006年7月1日生

性別 Sex 女性

Name in English

本人氏名(ローマ字) **必須** ※半角大文字で入力してください
※学生証に印字する項目となりますので、慎重に入力してください。

姓 名
TETSUZUKI TEST

"必須" means it must be filled in. Fields not marked "必須" are optional.

These fields are populated with information from the application. You cannot change the displayed information.

入学後住所

Address after enrollment

郵便番号 **必須** ※半角

※入学後住所が未定の場合は、現住所を入力してください。
後に学生ポータルサイト「C plus」で変更することができ、郵便番号は999-9999と入力してください。

Zip Code

192 - 0393

郵便番号から住所自動入力

都道府県 **必須** Prefecture

都道府県を選択

市区町村 **必須** Cities, Wards and Districts

八王子市

町村番 **必須** Town/Village and Street Number

東中野7 4 2 - 1

アパート・マンション名 Name of apartment or condominium (Not required)

中央マンション101

通学住所確認 **必須** Address decided/undecided

通学住所確認を選択

If your current address is outside of Japan please enter "999-9999" for the zip code and select "その他・外国 (Other/Foreign Country)" for "都道府県 (Prefecture)".

If you have not decided your commuting address at this time, please enter your current address and select "通学住所未定 (Undecided)".

電話番号 **必須** 半角 **Phone number**
※固定電話番号もしくは携帯番号いずれか必須

固定電話番号 **Landline Phone number**
 03 - 1234 - 5678

携帯番号 **Cell Phone number**
 090 - 0000 - 0000

メールアドレス **E-mail Address**
 *****@**.com

国籍 **Nationality**
※文部科学省の学校基本調査にのみ使用します。
 ※外国人留学生入学試験に合格した方は、国籍を変更しないでください。

外国籍である

国名
 中国

国籍コード：101

職歴 **必須** **Work experience**

なし

なし：None
 会社員：Company employee
 公務員：Government employee
 自営業：Self-employed
 その他：Other occupation
 主婦・主夫：Housewife/husband

Either a landline or cell phone number is required.

This field reflects your UCARO account information. If you need to change your email address, please do so by selecting "メールアドレス変更(Change email address)" from "アカウント情報(Account Information)" on the UCARO menu.

Do not change your nationality that is already displayed. Also, do not uncheck the "外国籍である (Foreign Nationality)" box.

第一外国語 **必須** **First Foreign Language**

第一外国語を選択
 Please select English as First Foreign Language and Japanese as Second Foreign Language.

第二外国語 **必須** **Second Foreign Language**

第二外国語を選択

自己の性格について **登録** **About my personality**
 300文字以内で改行せず入力してください

本学入学の動機と大学生活の抱負 **Motivation for enrolling in Chuo University and aspirations for university life**
 300文字以内で改行せず入力してください

将来について **About the future career**
 300文字以内で改行せず入力してください

高校時代に力を注いだこと **Main efforts at high school**
 300文字以内で改行せず入力してください

今までに受けた表彰等の特記事項 **Special remarks such as awards**
 300文字以内で改行せず入力してください

大学生活を送る上で、支援を要す特記事項について **Special remarks regarding required support for university life (if applicable)**
 該当する方のみ300文字以内で改行せず入力してください

All of these fields should be within **300 characters**. Fields other than "About my personality" are not required. The information you enter here will not affect your studies after enrollment.

必ず全ての情報（必須項目）を登録後、トップページ下部「全入学手続情報入力完了」ボタンを押して登録を完了してください。
 「全入学手続情報入力完了」ボタンを押すまで入学手続は完了しません。

登録する

After filling in the necessary information, click on the “**登録する (complete)**” button.

8) Enter “保証人情報 (Guarantor Information)”.

Please enter the information for the guarantor whose consent was obtained in the “6) 保証人誓約書・保証書・同意書 (Guarantor’s Pledge, Guarantee and Agreement)” section. The guarantor must be a parent or another adult person with an independent means of living.

This information is required in case we need to contact the guarantor for urgent matters. **In principle, the guarantor must be a person residing in Japan.** However, if you don't have a guarantor residing in Japan, a parent residing in the applicant's home country can be a guarantor.

●学籍途中でエラーが発生した場合は、[お問い合わせ](#)までご連絡ください。

●入力が完了するとアイコンがグレーから色付きに変化します。

- 学則・諸規定誓約
- 本人誓約書・同意書
- 保証人誓約書・保証書・同意書
- 本人情報 **Guarantor Information**
- 保証人情報**
- 学費負担者（振込依頼書送付先）情報
- 家族情報
- 緊急連絡先情報



● 保証人情報

氏名 -

続柄 -

生年月日 -

住所 -

電話番号 固定電話番号 -

携帯番号 -

メールアドレス

Click “保証人情報を編集する (Edit Guarantor Information)” button

保証人情報を編集する

閉じる ^

保証人は、父母またはその他の成年者で独立の生計を営む者として、保証人となる方に同意を得た後、下記の項目に入力してください。

氏名 (必須) ※半角 **Name in Kanji/Katakana**

姓 中央 名 二郎

セイ チュウオウ メイ ジロウ

続柄 (必須) **Relationship with You**

続柄を選択

父母 : Parents
祖父母 : Grandparents
その他 : Other relationship

生年月日 (必須) ※半角 **Date of Birth**

1956 年 4 月 5 日

年 : Year e.g. 1,Jan,2000
月 : Month ⇒2000年1月1日
日 : Day

住所 (必須) ※半角 **Address**

郵便番号 (必須) ※半角

192 - 0393 郵便番号から住所自動入力

都道府県 (必須)

The input way is the same as the "Personal Information".

市 (必須)

八王子市

町 (必須)

東中野742-1

アパート・マンション名

中央マンション101

電話番号 (必須) ※半角 **Phone Number**

固定電話番号

03 - 1234 - 5678

携帯番号

090 - 0000 - 0000

The input way is the same as the "Personal Information".

メールアドレス (必須) ※半角 **E-mail Address**

メールアドレス

XXXX@XXX.XXX.XXX

メールアドレス (確認用)

XXXX@XXX.XXX.XXX

*受信可能なメールアドレスを正しく入力してください。
*「ucaro.net」および「g.chuo-u.ac.jp」からのメールを受信できるように設定をお願いします。

After filling in the necessary information, click on the “登録する (complete)” button.

登録する

戻る

9) Enter “学費負担者情報 (School fees Payer (Address for a bank transfer form) Information)”
School fees Payer must be a person residing in Japan. Those who reside outside of Japan cannot be the payer. If the payer resides outside of Japan, please be sure to choose “本人 (myself)” as a payer regardless of your current place of residence. A bank transfer form for the next semester and beyond will be sent to the payer that you entered. If the guarantor and the payer reside at the same address, please do not choose “その他 (Other)” and instead choose “保証人と同一 (Same as guarantor)”. If you choose “その他 (Other)”, please enter the name, address, and telephone number.

●入力が完了するとアイコンがグレーから色付きに変化します。

- 学則・諸規定誓約
- 本人誓約書・同意書
- 保証人誓約書・保証書・同意書
- 本人情報
- 保証人情報
- 学費負担者 (振込依頼書送付先) 情報**
- 家族情報
- 緊急連絡先情報



保証人情報

学費負担者 (振込依頼書送付先) 情報

Click “学費負担者 (振込依頼書送付先) 情報を編集する (Edit School fees Payer Information)” button

学費負担者 (振込依頼書送付先) 情報を編集する

【入学手続情報入力】学費負担者 (振込依頼書送付先) 情報

振込依頼書の送付先は、国内住所に限ります。
 学費負担者が外国にいる場合は、必ず「本人」を選択してください。
 なお、保証人と学費負担者が同一住所の場合は「保証人と同一」を選択してください。

School fees Payer Information
 (Address for a bank transfer form)

学費負担者 (振込依頼書送付先) **必須**

学費負担者 (振込依頼書送付先) を選択

本人 : Myself
 保証人と同一 : The same person as Guarantor
 その他 : Other Person



必ず全ての情報 (必須項目) を登録後、トップページ下部「全入学手続情報入力完了」ボタンを押して登録を完了してください。
 「全入学手続情報入力完了」ボタンを押すまで入学手続は完了しません。

登録する

After filling in the necessary information, click on the “登録する (complete)” button.

10) Enter “家族情報 (Family Information)”

* Family information is optional.

●すべての入学手続情報の入力が完了したら、「全入学手続情報入力完了」ボタンを押してください。
 「全入学手続情報入力完了」ボタンを押すまで入学手続は完了しません。
 ●手続途中でエラーが発生した場合は、お問い合わせ窓口までご連絡ください。

●入力が完了するとアイコンがグレーから色付きに変化します。

- 学則・諸規定誓約
- 本人誓約書・同意書
- 保証人誓約書・保証書・同意書
- 本人情報
- 保証人情報
- 学費負担者（振込依頼書送付先）情報
- 家族情報** **Family Information**
- 緊急連絡先情報

家族情報（6人目）

氏名
-
続柄
-
生年月日
-
職業（勤務先・学校名等）

Click “家族情報を編集する (Edit Family Information)” button

家族情報を編集する

【入学手続情報入力】 家族情報

家族情報（1人目）

氏名（漢字） **Family's Name in Kanji/Kana**

姓 名

続柄 **Relationship with You**

続柄を選択

生年月日 **Date of Birth**

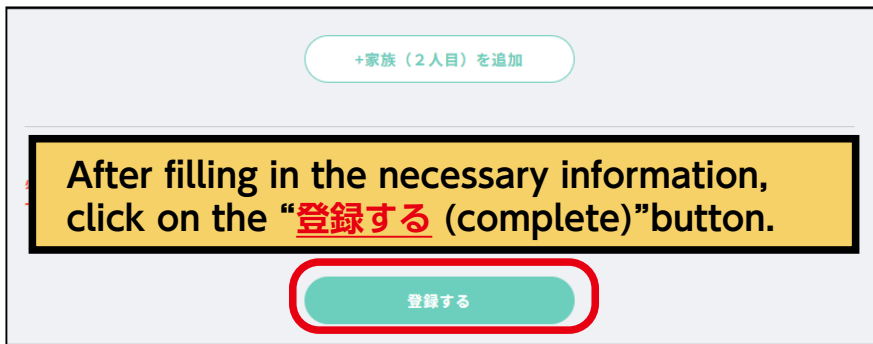
1956 年 4 月 5 日

職業（勤務先・学校名等） **Place of work or school**

父：Father
母：Mother
祖父：Grandfather
祖母：Grandmother
兄：Older brother
姉：Older sister
弟：Younger brother
妹：Younger sister
子：Child
孫：Grandchild
配偶者：Spouse
その他：Other relationship

To enter a second person or more, click here.

+家族（2人目）を追加



11) Enter “緊急連絡先情報 (Emergency Contact Information)”

The emergency contact must be a different person than the guarantor. Emergency contact must be a resident of Japan.

This information is required in case we are unable to contact your guarantor in an emergency and need to contact a family member or another person. It is preferable to have a close relative who lives or works near the university, however, parents living in the applicant's home country are also acceptable if unavoidable.



12) Click on “全入学手続情報入力完了 (Completion of All Personal Information Input)” button

個人情報取り扱いに関する同意条項

入学手続情報入力

- 入力する前に必ず「お知らせ」より手続に関する各注意事項をご確認ください。
- 本人認証から30分以上経過すると、操作が行えなくなります。その場合は再度ログインまたは本人認証を行ってください。
- 入力にあたっては、必ず以下の入学手続サイトに掲出の「入学手続要項」に記載の注意事項を確認してください。
【入学手続サイト】
<https://www.chuo-u.ac.jp/connect/enrollment/2024>
- すべての入学手続情報の入力が完了したら、「全入学手続情報入力完了」ボタンを押してください。
「全入学手続情報入力完了」ボタンを押すまで入学手続は完了しません。
- 手続途中でエラーが発生した場合は、[お問い合わせ窓口](#)までご連絡ください。

●入力が完了するとアイコンが

- 学則・諸規定誓約
- 本人誓約書・同意書
- 保証人誓約書・保証書・同意書
- 本人情報
- 保証人情報
- 学費負担者（振込依頼書送付先）情報
- 家族情報
- 緊急連絡先情報

When all information has been completed, “✓(Completed)” will turn green and the “全入学手続情報入力完了 (Completion of All Personal Information Input)” button can be clicked.

Once the procedure is complete, you will not be able to modify your information. Please check your registration details once again before completing the procedures.

必ず全ての情報（必須項目）を登録し、以下の「全入学手続情報入力完了」ボタンを押すまで、
「全入学手続情報入力完了」ボタンを押すまで入学手続は完了しません。

全入学手続情報入力完了

Please make sure to complete the registration by clicking on the “全入学手続情報入力完了 (Completion of All Personal Information Input)” button after registering all the information.
The admission procedures will not be completed until you click on the “全入学手続情報入力完了 (Completion of All Personal Information Input)” button.

STEP4 Confirm your Admission Procedures status on UCARO

You can check the status of your admission procedures in the “受験一覧(Examination List)” on UCARO. The table below shows the details of each status. Please confirm the status by yourself. We are unable to respond to individual inquiries regarding the status.

The status of Payment of School fees and Other Fees will be changed as soon as it is confirmed by the university. **It may take up to 3 days (excluding weekends and national holidays) from the payment for the status to change. In the case of overseas remittance, you will be able to make confirmation within 10 days (excluding weekends and national holidays) of remittance.**

If you completed the admission procedures on or just before the deadline, your status may not change to “入学手続完了(Completion of Admission Procedures)” even after the deadline for system reasons. As long as you have completed “Payment of School fees and Other Fees” and “Input of Personal Information” by the deadline, it is not an issue even if the status has not been changed by the deadline for admission procedures.

※In the status display, Enrollment confirmation fee and Other fees are shown as “入学手続金(Enrollment Processing Fee)”.



Status Indication on “UCARO”	Status of Procedures
入学手続金入金完了 (Completion of Payment)	Payment of School fees and Other Fees confirmed
入学手続情報未登録 (Personal Information not Registered)	Personal information not registered
入学手続情報登録中 (Personal Information in Registration)	Personal information registration in progress Registration will not be completed until you click the “全入学手続情報入力完了(Completion of all Personal Information)” button.
入学手続情報登録完了 (Completion of Registration of Personal Information)	Personal information registered
入学手続確認中 (Confirming Admission Procedures with University)	1. Payment of School fees and Other Fees confirmed 2. Personal information registered Final confirmation by the university in progress.
入学手続完了 (Completion of Admission Procedures)	Completion of admission procedures ※Admission procedures have been completed without any issue. Once this status is updated, the university will email you “Notice of Completed Admission Procedures”. Even if the email dose not arrive, there is no need to worry as long as this status is displayed.

STEP5 Prepare for Admission

● Complete the procedures to obtain the “Student” residence status.

By obtaining the “Student” residence status, you will be eligible to apply for various scholarship programs and other support systems available to international students. While other residence statuses (such as “Dependent” or “Long-Term Resident”) do not pose any issues for your enrollment or studies, please be aware that you will not be eligible to apply for scholarships and support systems specifically designated for international students.

<All students entering Chuo University must submit the following form>

- Chuo University “Status of Residence” Questionnaire Form
→ All applicants must submit this form on the Admission Procedures Site regardless of their status of residence in Japan.

Detailed procedures regarding the renewal, change, or acquisition of the “Student” residence status will be posted on the official website of the International Center, Chuo University starting in May 2026.

中央大学>国際連携・留学>外国人留学生

<https://www.chuo-u.ac.jp/international/inbound/>

※It will be posted under the "News (最新情報)" section of the website mentioned above.

※If you do not currently hold a Japanese residence status and wish to obtain the “Student” status, please prepare the following documents in advance.

- 1) Certificate of Deposit Balance of the Financial Sponsor
- 2) Documents of relationship between the financial sponsor and the applicant
- 3) ID Photo (length 4cm×width 3cm)
- 4) Passport Copy (ID Page)
- 5) Tuberculosis Screening Clearance Certificate (Required only for applicants of Philippine, Nepalese, or Vietnamese nationality)

For inquiries about the status of residence after admission

International Center

Email: [ic2026-grp\[at\]g.chuo-u.ac.jp](mailto:ic2026-grp[at]g.chuo-u.ac.jp)

※Please ensure to replace “[at]” with “@” prior to sending the email.

Please make sure to write your examinee number and name in the email.

● Documents to be Submitted After Admission

The following documents must be submitted immediately after enrollment. Please prepare them in advance.

The additional submission of other documents may also be required. Please refer to the Admission Procedures Site. Submitted documents shall not be returned.

Documents to be submitted	Instructions
Certificate of Items Stated in the Resident Register (issued by the municipal government) ※Note that this is not the “Certificate of Residence”	Obtain the Certificate of Items Stated in the Resident Register containing; ① Name, ② Date of birth, ③ Sex/Gender, ④ Address, ⑤ Nationality, ⑥ Status of Residence, and ⑦ Period of Stay at the office of the municipality where you are listed in the Basic Resident Registration. Submit the certificate on the day designated by the faculty. (Details will be informed via email by mid-Sep.) In the case that there is no Certificate of Items Stated in the Resident Register, or one of the above ①~⑦ is not listed on the register, you can submit the university-designated “request for certification” (listed on the Admission Procedures Site) which has a certification seal of the office of the municipality instead. The certificate must be issued on or after Sep. 1, 2026. For those who are planning to move, a Certificate of Items Stated in the Resident Register may be issued for either the current address or the new address. ※Note that information included in the Certificate of Items Stated in Resident Register differs from municipality to municipality.
<ul style="list-style-type: none"> Graduation certificate issued by the school from which you graduated Documentation that proves you have passed the university Entrance Qualification Examination 	The original copy of either of the items listed on the left is required. ※Not necessary if you submitted either when applying for the entrance examination. However, if you submitted a “certificate of expected graduation” when applying for the entrance examination, you must submit a “graduation certificate”.
Pledge, Guarantee, and Agreement	The documents will be listed on the Admission Procedures Site . Please print them out and fill in the required sections of the documents. ※ The guarantor's signature is required. If the guarantor resides outside of Japan, please prepare the documents before entering Japan.

● School fees and Other Fees

(1) School fees and Other Fees for the first year (FY2026)

(Unit : JPY)

Item	School fees				Membership fees	Amount payable at time of admission procedure	Amount payable after admission (For the Spring semester)	Total amount payable for the first year
	Enrollment confirmation fee	Tuition fee	Education enhancement fee	Fee for facilities and equipment				
Global Management	240,000	981,600	50,000	227,600	10,000	879,600	629,600	1,509,200

Note 1 : Enrollment confirmation fee is only paid in the first year.

Note 2 : The deadline and amount of school fees and other fees are as follows.

Semester	Deadlines	Details
Fall Semester	At the time of admission procedures *Jan. 14 after the second year	Enrollment confirmation fee, 50% of the school fees (tuition fee, education enhancement fee, fee for facilities and equipment), and 100% of membership fees. For the first year, payment must be made at the time of the admission procedure.
Spring Semester	Jun. 30	50% of the school fees (tuition fee, education enhancement fee, fee for facilities and equipment).

Note 3 : School fee transfer forms for the spring semester will be mailed to the person responsible for school fees (the individual) around late March following enrollment.

Note 4 : The information above is subject to change without notice.

(2) School fees and Other Fees for after the second year

(Unit : JPY)

Faculty	Year	School fees			Membership fees		Total
		Tuition fee	Education enhancement fee	Fee for facilities and equipment	Student club membership fee	Alumni membership fee	
Global Management	2	1,001,200	50,000	232,100	10,000	–	1,293,300
	3	1,021,200	50,000	236,700	10,000	–	1,317,900
	4	1,041,600	50,000	241,400	10,000	20,000	1,363,000

Note 1 : The membership fees (-item and amount-) from 2027 onward are undecided. Therefore, the amount for 2026 is listed.

Note 2 : Membership fees for the fourth year include the Alumni membership fee (20,000 JPY).

Note 3 : Details on the payment of school fees and the other fees are subject to change.

(3) Membership Fees

Below is a breakdown of membership fees for FY2026

Fee	Amount	Summary
Student club membership fee	10,000 JPY	The Student Club Association, consisting of students from all faculties of Chuo University as regular members, aims to promote academic, cultural, and athletic endeavors through independent student activities. The fee covers the Association's operating costs. For details, please refer to the university website. https://www.chuo-u.ac.jp/activities/gakuyu/
Alumni membership fee (※only for the fourth year)	20,000 JPY	The Chuo University Alumni Association, called “ <i>Gakuin-kai</i> ” in Japanese, aims to promote friendship among graduates (“ <i>Gakuin</i> ”) and to contribute to the development of the university and fulfillment of its mission. This fee covers the Association's operating costs. For details, please refer to the university website. https://www.chuo-u.ac.jp/visitor_alumni/gakuinkai/outline/objective/

(4) Delivery of Bank Transfer Forms

• Scheduled delivery date (the date is to be posted on the university's website when finalized).

First year: The bank transfer form for the amount payable after admission (amount for the Spring Semester) is scheduled to be sent out around late March.

Second to fourth years: The bank transfer form for the Fall Semester is scheduled to be sent out around the end of June, and for the Spring Semester, around late March.

• Forwarding address

The bank transfer form will be sent to the school fee payer (the applicable individual) registered in UCARO. If you wish to change the mailing address, please follow the procedures below.

- ① Change of address: Please change the address of the school fee payer from C plus by yourself.
- ② Change of school fee payer: Please follow the procedure at the Office of the Faculty of Global Management.

● About Aliases

(1) Examples of acceptable cases

Students at Chuo University may use their aliases in the following cases:

- A. When a student has changed their name in the family register due to marriage, etc, but wishes to use the name before the change

- B. When a student of foreign nationality wishes to use their tsushomei (“common name”) as stated in the certificate of residence
- C. In any other cases when the Dean acknowledges the wish as reasonable

When a student wishes to use an alias due to the difference between their sex assigned at birth and their gender identity, the case C may apply.

(2) Application

There is no deadline for application for the use of an alias, but as a general rule, the application must be made within 14 days after enrollment.

Please submit the application along with the prescribed documents (available at the Office of the Faculty of Global Management) to the Office of the Faculty of Global Management.

Depending on the timing and circumstances of your application, we will consider the possible extent of consideration and response.

However, if you wish to use your alias from the time of admission for reasonable reasons as stated in C above, please contact Diversity Center Office or the Office of the Faculty of Global Management after completing the admission procedures. Please note that it may take some time for the procedure to be completed, so if you wish to apply, please do so as soon as possible.

● Student Life After Enrollment

Various student life support services after enrollment can be found under “Chuo University Announcements” on the enrollment procedures website.

〈Various Student Life Support Services〉

- Scholarship Programs
- International Education Dormitories
- Student Life
- Orientation for International Students

2

Withdrawal of Admission (Procedure for Declining Enrollment)

If you decide to withdraw from enrollment at Chuo University after completing the entire admission procedures, you must follow the “Admission Withdrawal” procedure.

Please check the steps below and the Admission Procedures Site before proceeding.

Only those who have completed the admission procedures are allowed to cancel their admission. If the notification of withdrawal is accepted, School fees and Other Fees shall be refunded. Please bear in mind that enrollment confirmation fee (240,000 JPY) will not be refunded.

■Application Deadline

Sunday, September 20, 2026 (postmark valid)

***As it is Sunday, please check the post office's opening hours.**

■Refund of School fees and Other Fees (Excluding enrollment confirmation fee)

After the withdrawal procedure is completed, the refund will be transferred to the designated bank account specified on the “Admission Withdrawal Form/Payment Refund Request Form” or “Request form for refund of payment to a bank account outside Japan”.

■Acceptance of Withdrawal from Admission

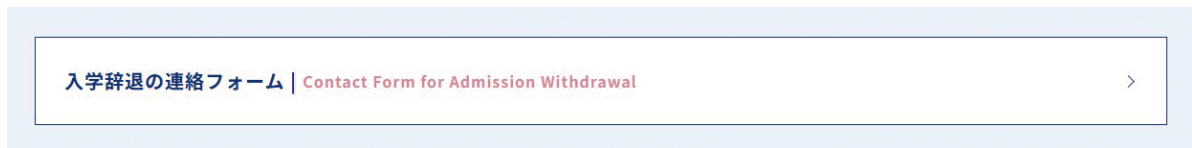
After the university confirms and accepts procedures written below, Faculty of Global Management will send an email (Notification of Acceptance of Withdrawal from Admission and Request for Refund of Fees) to the email address registered in UCARO (not the email address entered in the “Contact Form for Admission Withdrawal”). This email constitutes completion of the withdrawal procedure.

[Important Notes]

- Once the “Admission Withdrawal Form/Payment Refund Request Form” is submitted, withdrawal cannot be canceled.
- Inquiries regarding withdrawal cannot be made by phone.
- Procedures cannot be completed after the designated period.
- Documents may not be accepted if the submitted information contains omissions or errors.
- Even in cases of withdrawal, already submitted enrollment documents will not be returned.
- If you wish to withdraw from admission, you cannot use the “Certificate of Admission” data downloaded from UCARO. Please be sure to delete the downloaded “Certificate of Admission” data.

■How to Complete the Withdrawal of Admission

- ① Access [the Admission Procedures Site](#) and click on “Contact Form for Admission Withdrawal ” in “Withdrawal of Admission (Procedure for Declining Enrollment).” and fill out the form.



- ② Submission of Required Documents [Postmark Valid]

Download and print the required documents from [the Admission Procedures Site](#), complete the necessary information, and submit them.

- ※ Be sure to check the Admission Procedures Site for document submission methods and important notes.
- ※ If mailing from outside of Japan, please use a traceable airmail service (Registered Post by AirMail) such as EMS or DHL.
- ※ Write “Admission Withdrawal documents enclosed” in red on the front of the envelope.

- ③ Completion of Withdrawal of Admission Procedures

Note1 : Please do not inquire by phone regarding the Admission Withdrawal. Please be sure to inquire using the inquiry form on the Admission Procedures Site.

Note2 : The Admission Withdrawal Form may not be accepted if it is not submitted by the deadline (postmarked on or before Sunday Sep. 20, 2026), or if the information on the documents is insufficient or seriously incorrect.

Note3 : **The account holder in the “Payee” box on the Admission Withdrawal Form/Payment Refund Request Form must be the applicant or their guarantor entered in UCARO.**

Note4 : The paid School fees and Other Fees, excluding the enrollment confirmation fee, will be refunded in the account designated in the Admission Withdrawal Form/Payment Refund Request Form on the date designated by the university. For the designated refund date, refer to the notification of receipt of the Admission Withdrawal Form/Payment Refund Request Form.

3 Handling of Personal Information

Chuo University will compile a database of the personal information of the applicant and guarantor provided by the applicant in the admission procedures, as well as the personal information obtained after enrollment, and use it for the purpose of education and research, student support, and the provision of related services.

In such cases, in addition to complying with the provisions of this “Handling of Personal Information”, personal information will be handled appropriately in accordance with the “Act on the Protection of Personal Information” and the “Chuo University Personal Information Protection Regulations”.

Please refer to the following links for the “Act on the Protection of Personal Information” and the “Chuo University Personal Information Protection Regulations”.

<https://www.chuo-u.ac.jp/aboutus/efforts/privacy/>

4 Contacts • Campus Address

We cannot handle inquiries regarding admission procedures over the phone. Please be sure to check the Admission Procedures Site first. If your issue remains unresolved, please contact us via the relevant URL and email address.

When contacting us, please be sure to include your examination number and full name.

[Inquiries Regarding Admission Procedures]

Admissions Center of Chuo University

<https://chuo-enrollmentmanagement.zendesk.com/hc/ja/requests/new>

[Inquiries about new student guidance and post-enrollment studies]

Faculty of Global Management

<https://www.chuo-u.ac.jp/inquiry/form/?id=132>

[Inquiries about status of residence]

International Center

[ic2026-grp\[at\]g.chuo-u.ac.jp](mailto:ic2026-grp[at]g.chuo-u.ac.jp)

※Please ensure to replace “[at]” with “@” prior to sending the email.

[Inquiries about UCARO operations]

<Opening Hours>

Monday – Friday 10 : 00 AM~6 : 00 PM

<Office Phone Number>

UCARO Inquiry Office +81-3-6634-6494

Campus Address

©Tama Campus 742-1, Higashinakano, Hachioji-shi, Tokyo 192-0393 JAPAN