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Application System for Issuance of Regular and Temporary Entrance Permits, etc.

Applicant's Manual

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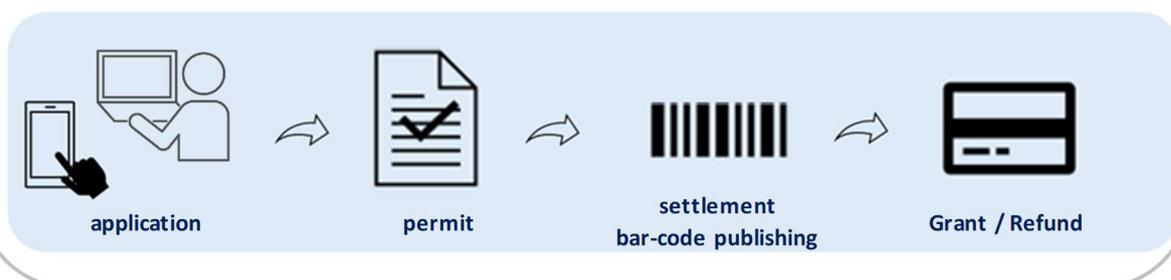
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1. System Overview

The following figure shows the flow of procedures in the application system for the issuance of regular and temporary entrance passes.

Application for issuance of ordinary and temporary entrance passes, etc.

- ① An online application is filed by the applicant.
- ② The department administrator will review the application and process the permit. (The application can be reviewed and returned/denied/deleted.)
- ③ The applicant will complete the online payment procedure after approval by the department administrator.
(If no usage fee is required at the time of reissue, no settlement procedure will be performed.)
- ④ A barcode will be issued to the applicant for the issuance/refund process.
- ⑤ The applicant will complete the delivery and refund procedures at the grantor : Kyushu University Co-op office.
At the time of issuance: Granting authorization to the IC card, issuing a permit
At the time of refund: Deletion of permit authority from the IC card, return of the permit



The applicant will follow the procedures below to receive an entrance pass/refund.

- ① Apply online using the application form.
- ② Pay the required usage fee online.
- ③ Delivery service provider: Please go to the Kyushu University Co-op counter for the delivery procedure.

2. Operating Procedure

The application form can be accessed from a PC web browser or smartphone via the URL or QR code below.

https://car-entry.cargate.kyushu-u.ac.jp/reg_apply/



(1) Fill out the application form

① When you access the URL above, the screen shown below will appear. Click the button corresponding to the procedure you wish to apply for, and you will be redirected to the appropriate application form..

The screenshot shows the Kyushu University application system interface. At the top, there is a header with the university logo and the text "九州大学 普通・臨時入構証発行等申請システム". In the top right corner, there are language selection buttons for "日本語" and "English".

Below the header, there is a list of terms and conditions:

- The only campus eligible for this application is the "Ito Campus."
- Please allow several business days for a response to your application.
- Please note that we will not be able to confirm application information or process permissions on Saturdays, Sundays, holidays, year-end and New Year holidays, and during summer holidays.
- To issue a regular/temporary entry pass, you will need to pay a usage fee based on the "Month of the Approved Date" falls.
- You can select the "Start date of usage" up to 7 days from today.

Under the heading "Application procedure", there are two buttons: "Regular Entry Permit" and "Temporary Entry Permit".

Under the heading "Procedures for Reissuing a Lost or Damaged Card", there is a button: "Reapply Regular / Temporary Entry Permit".

Under the heading "Refund procedure", there is a button: "Refund Application".

The display language can be switched by clicking the [Japanese] or [English] button.

② Enter the application details and click the "Submit" button.

*An email [application accepted] will be automatically sent when the application is completed.

(2) permit

① After applying, wait until the application is "approved" by the department administrator.

※ If your application is returned, you will receive a "Notice of Application <Refund>" email.

In the email

Please confirm and edit your application from the URL for reapplication, and submit the application again.

※ If your application is not approved, you will receive an email [Notice of Application <Rejected>].

(3) settlement procedure

① You will receive an email when your application is approved.

When a fee is charged for the issuance of an ordinary/temporary entrance pass or for the reissuance of an ordinary/temporary entrance pass

... You will receive a [Request for payment of usage fees] email because payment procedures are required.

No usage fee for reissue or refund

... you will receive an [application approved] email as there is no need to complete the payment process.

Go to "[\(4\) Grant/Refund](#)."

② Please follow the on-screen guidance and complete the payment procedure from the payment URL provided in the [Request for Payment] e-mail. When the payment is

(2) This completes the application procedure.

*The application status confirmation screen displays content according to the status of the application.

(e.g., upon completion of the grant)

Application Status

During the admission approval period.

Your entry permit is valid from 2024/3/13 to 2024/3/31.

(5) Others (Entry to the premises during the period between obtaining the one-dimensional barcode and the issuance of the entrance pass)

- You can enter the campus by presenting the above barcode to the security guard until you receive your entrance pass at the Co-op counter.
Please complete the procedure as soon as possible.
- [The barcode]cannot be read by the camera at the gate.
Please stop by the guard station and present it.