

This document is translated using the AI translator DeepL.

If you have any questions about English expressions, please e-mail to bil-inq@jimu.kyushu-u.ac.jp.

For questions about the content, please contact the original sender.

Regular/Temporary Access Pass

Issuance Application System

“Applicant’s” Manual

Facilities Department, Construction Planning Division,

General Affairs Section

E-mail: ssksomu@jimu.kyushu-u.ac.jp

(December 11, 2025)

Table of Contents

1. System Overview	2
2. Operating Procedure	3
(1) Filling out the application form.....	3
(2) Approval.....	4
(3) Approval Process.....	4
(4) Issuance/Refund.....	5
(5) Extension Request.....	6
(6) Other (Regarding access between access pass	7

1. System Overview

The procedure flow for the Regular/Temporary Access Pass Issuance Application System is as shown below.

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



Applicants shall follow the steps below to complete the issuance and refund procedures for access passes.

- ① Submit the application online via the application form.
- ② Pay the required usage fee online.
- ③ Proceed to the Kyushu University Co-op counter to complete the pass issuance process.

2. Operating Instructions

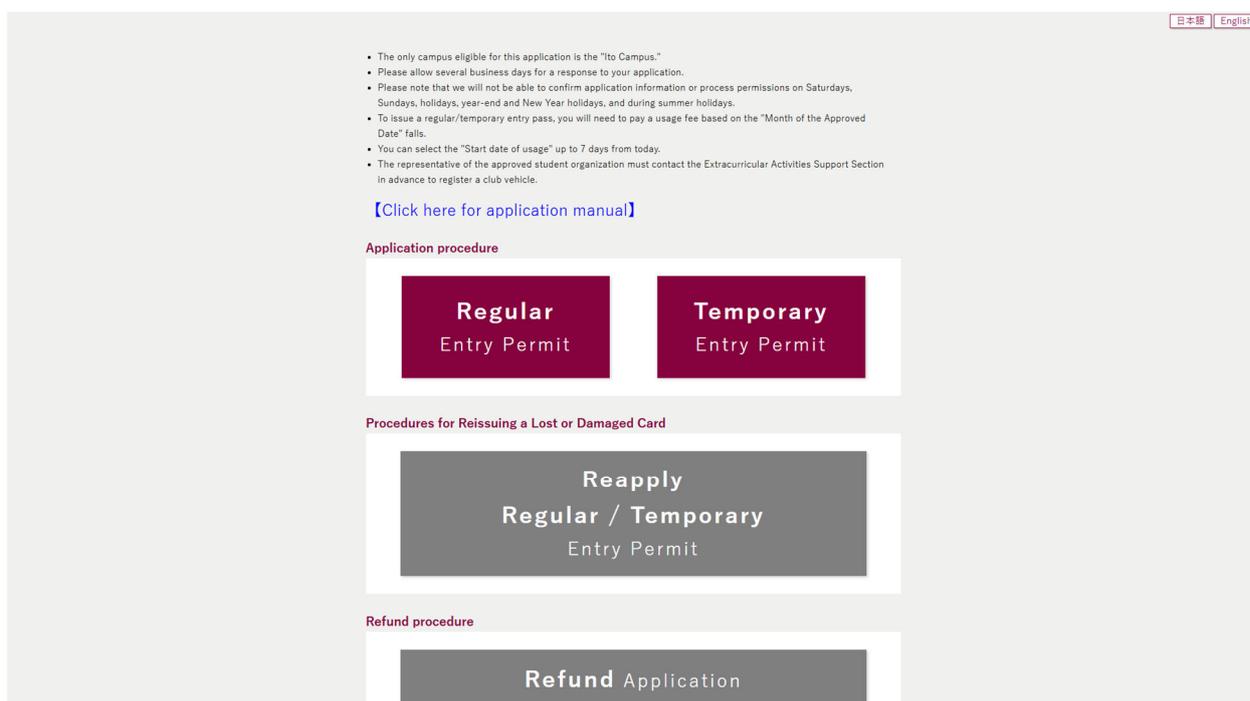
Access the application form via a PC web browser or smartphone using the URL or QR code below.

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



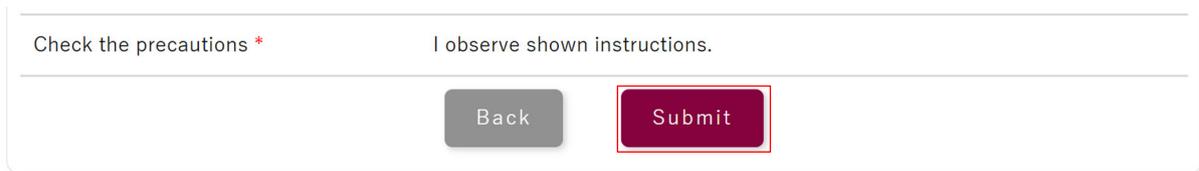
(1) Filling Out the Application Form

- ① Accessing the URL above will display the screen shown below. Select the button corresponding to your application procedure to proceed to the relevant application form.



- You can switch the display language using the [Japanese] or [English] buttons.

- ② Enter your application details in the form and click the [Apply] button at the bottom of the screen.



Check the precautions * I observe shown instructions.

Back Submit

*Once your application is complete, an automatic email confirming receipt will be sent. You can check the current status of your application, such as approval status, at any time via [the Application Status Confirmation URL](#) provided in the email.

(2) Approval

① After submitting your application, wait until it is "Approved" by the department administrator.

※ If your application is returned for revision, you will receive a [Notice of Application Returned for Revision] email.

Please review and edit the application details using [the resubmission URL](#) provided in the email, then resubmit the application.

※ If your application is denied, you will receive an [Application <Denied> Notification] email.

(3) Approval Process

① Once your application is approved, you will receive an email.

- When a usage fee applies for issuing a regular/temporary access pass or reissuing a regular/temporary access pass

- ... You will receive a [Request for Payment of Usage Fees] email as payment processing is required.

- If no usage fee is incurred for reissuance, or if a refund is applicable

- ... No payment procedure is required, so you will receive an [Application Approved] email.

- Proceed to "[\(4\) Issuance/Refund](#)".

- ② Follow the on-screen instructions to complete the payment process via the payment URL provided in the [Request for Payment] email. Once payment is successfully completed, a [Payment Completion Notification] email will be automatically sent.
- ※ If an error occurs during payment, a [Request for Payment (Payment Error)] email will be sent. Please complete the payment process again using the payment URL in the email.
- ※ If payment is not processed within 5 days after your application is approved, a [Request for Payment (Reminder)] email will be sent.

(4) Issuance/Refund

- ① After completing the payment process, or if the application is approved for reissuance/refund without requiring payment, you will receive a notification email.
- ② Clicking the application status confirmation URL in the email will display your application information, including the barcode for issuance/refund.

(Example: For a standard campus pass issuance application)

Application Status

The Entry Pass can be issued.

The payment has been completed. Please visit the Kyushu University Co-op counter to receive your entry permit.

■Barcode for issuance procedures



1100000001270
Number Plate : 4578

※Please show this barcode at the Kyushu University Co-op counter.
※If entering before issuance, please present this barcode at the guardhouse counter.

■Application details Issuance of Regular Entry Permit Application

- ③ Present the barcode at the Kyushu University Co-op counter to complete the issuance/refund procedure. The barcode can be presented either as a printed paper copy or displayed on a smartphone screen.
- ④ This completes the application and issuance/refund procedures.

- ※ For reissuance applications to change vehicle or user information, if there are no changes to the details on the "Permit" displayed on the vehicle, no issuance procedure at the Kyushu University Co-op counter is required.
- ※ The application status confirmation screen after issuance will display the permitted access period.
(Example: Upon issuance completion)

Application Status

During the admission approval period.

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

- ※ If no action is taken within 5 days after issuance/refund becomes available, a [Notice of Issuance/Refund Procedure (Reminder)] email will be sent.

※For "Issuance," the barcode is valid for 2 weeks from issuance.

Once the expiration date passes, you will no longer be able to complete the issuance procedure.

If you wish to receive the document after the deadline has passed, you must follow the procedure for "[\(5\) Extension Request](#)".

- ※ There is no barcode expiration date for "refunds".

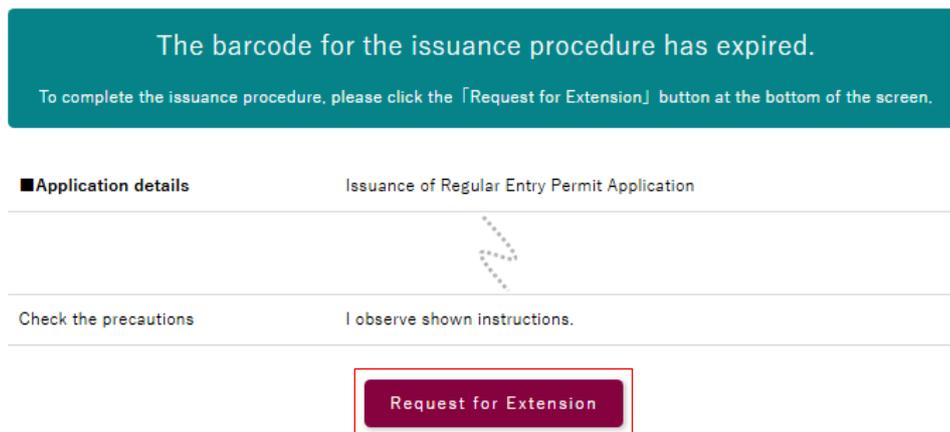
However, the refund amount varies depending on the month you complete the refund procedure at the Kyushu University Co-op counter.

Regardless of the reason for application, application date, or approval date, if you complete the refund procedure at the Kyushu University Co-op counter in November, for example, the refund amount will be based on November's rate.

[\(5\) Extension Request](#)

- ① When the barcode validity period for the "Issuance" procedure expires, you will receive a [Barcode Expiration Notice] email. If you wish to receive the item after the deadline has passed, you must apply for an extension via [the extension application URL](#) provided in the email.

(Example: Extension Application Screen)



② Simply click the "Apply for Extension" button on the extension application screen to complete the extension request. After applying, you will receive a [Barcode Validity Period Extended] email.

Please note that the validity period of the reissued barcode is two weeks. Present the reissued barcode at the Kyushu University Co-op counter and complete the delivery procedure promptly.

(6) Other (Regarding Campus Access Between Obtaining the Barcode and Receiving the Pass)

After obtaining the barcode for the issuance procedure under "[\(4\) Issuance](#)," you can enter the campus by presenting this barcode at the security guard station until you receive your access card at the Kyushu University Co-op counter. However, please complete the issuance procedure as soon as possible.

The barcode cannot be read by the gate cameras. You must visit the security office to present it.