Register your student information on UNIPA！

New students are required to register your student information by the deadline as it will be used for university communications!

How to Register

UNIPA＞"申請/Application"tab＞"学籍情報変更申請/Application for student information change"

Registration deadline

April 4（Sat）12p.m.

＊If your address is undetermined, please register only the information that can be registered first.
After 4/5 (Sun), you can register and make additional changes.

Registration Items

● 学生基本情報/Basic Student Information（All students are required to register）
  ・・・Address, telephone number and other information
● 家族等指定連絡人/Family and other designated contacts（All students are required to register）
  ・・・Name, Address, telephone number and other information
● 在留カード/Residence card（Students who have a residence card are required to register）
  ・・・Information on status of residence and other information
● 本国の連絡先 Contact in home country （International students are required to register）
● 日本の連絡先 Contact in Japan （Students whose family members or other designated contacts live overseas are required to register.）

（UNIPA　Application screen for student information change）

① Select a registration item in the pull-down menu. ② Click "表示/Display".

③ Check if "現在の登録内容/Currently registered contents" are up to date.

④ If unregistered or corrections are needed, fill them in "変更内容/Changed contents"

The information you provided during the admission procedure has been pre-entered. Please review all items and submit an application for any additions or corrections.

Fill in the form.

変更理由/Reason for change：
＊You can leave it blank.

⑤After filling in the form, click "申請内容確認/Check contents of application".

After your application is approved by the university, you can check your student information at UNIPA ＞マイページ/ My Page ＞ 学籍情報照会/Student information inquiry.
Please note that it will take about a week to be reflected.

（在留カードを所持している学生対象）（To students who have a residence card）
在留カードの登録　Registration of Residence card

在留カードを所持している学生は必ず登録してください。

在留資格「留学」の者：①②③④に入力

在留資格「留学」**以外**の者：②のみ入力

Students who have a residence card must submit this form.

Status of your residence card "Student"：Fill in section ①②③④.

Status of your residence card **except for** "Student"：Fill in section ②

「Residence card_在留カード」を選択、表示
Select "Residence card", and click "表示"

Residence card_在留カード　▼　表示

在留カードをお持ちの方は回答をお願いいたします。
If you have a residence card, please answer.

●は必須項目です。

項目名	現在の登録内容	変更内容
① Residence card number(在留カード番号)		
② Status(在留資格)		
③ Period of stay(在留期限)		

在留資格「留学」以外の学生はこの項目のみ入力

If your status is not "Student", fill in only "Status (在留資格)" section.

入力
Fill in the form.

④ 添付ファイル	＋ 選択してください	

在留カードの表・裏の両面をデータにしたものを添付してください。（PDF、WORD、EXCEL 等）
Please attach data of both front and back side of the residence card. (PDF, WORD, EXCEL, etc.)

変更理由：

※空欄で構いません。
You can leave it blank.

○ 申請内容確認

入力後、押下
After filling in the form, click here.