Method of enrollment for the OSSMA Service

■ Objective 1)OSSMA membership registration 2)Payment registration

■Procedure

1. Access to the following link

https://www.eaj.ne.jp/ossma



2. Enter dates of Travel

 Enter departure date and return date after flight schedule is confirmed.

| 渡航先と渡航期間 | を入力して、サー | ビス料金を計算しま | ुं चे 。 |
|-----------|----------|-----------|---------|
| ※のついた項目は、 | 人力必須項目です | ŧ. | |
| 日本出国日: | * | マ年 マ月 | |
| 日本帰国日: | * | マ年 マ月 | |

Check confirmation screen about the period and the calculated charge

- Do not repeat your membership registrations for the same travel, in order to avoid being charged multiple times.
- Click the "申込内容登録ページへ" button after checking this screen.

| ○ 料金計算 | | |
|--------|--------------------------|---|
| 日料 | 本帰国日 : 数 : 金(税込) : | 2017/09/01 2017/09/30 1ヶ月 3,240円 178円 |

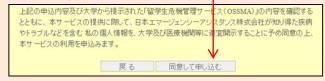
4. Enter personal information and itinerary information into the registration screen

- ※Items in red are required
- Enter your email address which you will use while overseas.
- "大学指定コード" is 'ossmaprivate'. Please do not change.

| ○ご利用者情報 | | | |
|---|---|--|--|
| 実際に選組される方の情報を入 ※は必須項目です。 | カ下さい。 | | |
| ※ご利用者名: | 姓 Yamada (例)山田 名 Taro (例)太郎 | | |
| ■バスボート表記: | Last Name YAMADA (91) YAMADA First Name TARO (91) TARO | | |
| ※生年月日: ※性別: | 1990 文 年 02 文月 01 文日 ●男住 ○女性 | | |
| ※メールアドレス: | yama@gmail.com *PCメールアドレスをご登録下さい | | |
| ※字録番号:※字部:学科:大学指定コード | S123456 Science - OSSMaprivate 発数字コードまたは数字コード | | |
| ○ 津航情報入力 | | | |
| ※ 変観先: 州湖京: ※都市: 波射種語: 留学先(大学名など): | アメリカ California Los Angeles 一知とない場合 ない にない は合う ない にない は合う ない にない にない にない にない にない にない にない にない にない | | |

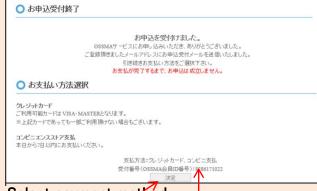
5. Check confirmation screen

- If you find incorrect items which need to be changed, click the 『戻る』 button and change the items.
- ・ After you click the "同意して申し込む" button, you can NOT change your application!
- If you accept the content, click the 『同意して申し込む』button.



6. Confirm acceptance of OSSMA enrollment

- You will be able to see 『お申込みを受付けました』on the screen.
- Please check that you received an email with the title "Acceptance confirmation of OSSMA enrollment" (Email No.1). Refer to P.2.
- You can see your OSSMA membership ID Number in the email.



7. Select payment method

- You also can find your OSSMA membership ID No. on the
- Click the 『決定』 button and select the 『Credit card』 button. Then click the 『進む』 button to go to the next page.

(IMPORTANT)

- Do not repeat your membership registrations for the same travel, in order to avoid being charged multiple times.
 If you would like to change your information, contact with the OSSMA center.
- Take a note of your OSSMA membership ID No.



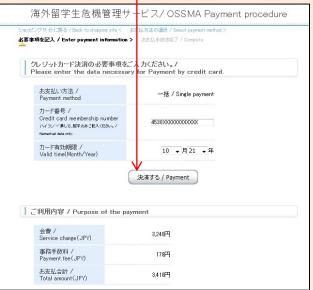
8. Procedure of payment by credit card





are accepted.

- Enter your card membership number and expiration (Month/Year).
 And click the『決済する』button.
- When you complete the payment, you will receive an email with the title "Notice of procedural details when your registration is completed" (Email No.2). Your enrollment task will be completed.
- ・ If the 『決済エラー』 message is shown, contact with the OSSMA center.



9. Completion of payment registration



- Click the "x" mark button on the top of the browser to complete the task.
- If you cancel the enrollment after enrolling in the OSSMA service will incur a cancellation fee.
- The "保険のお申込みはこちらから" link is a broken link. Please enroll in the overseas travel insurance which the university will recommend.

[IMPORTANT]

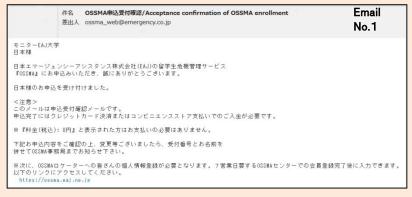
- Please wait seven working days after completion of payment registration into the OSSMA membership registration web page before you can access the OSSMA Locator system to enter your additional personal information and itinerary information.
- To access the OSSMA Locator PC Website, please access the following link.

https://ossma.eaj.ne.jp

- To use the OSSMA Locator application, click the OSSMA Locator link.
- Refer to the Service Guide Booklet for entering your information.

==Sample email which you will receive from OSSMA==

1. Acceptance confirmation of OSSMA



2. Notice of procedural details when your registration is completed



O Inquiry O

TEL: 03-3811-8310 Mon~Fri 9:00~18:00, Except for holidays