

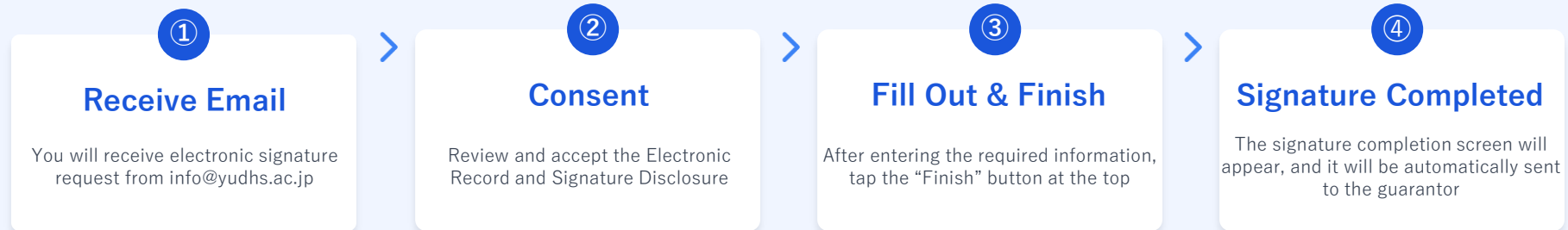


# Confirmation of Enrollment Procedure Electronic Signature Guide

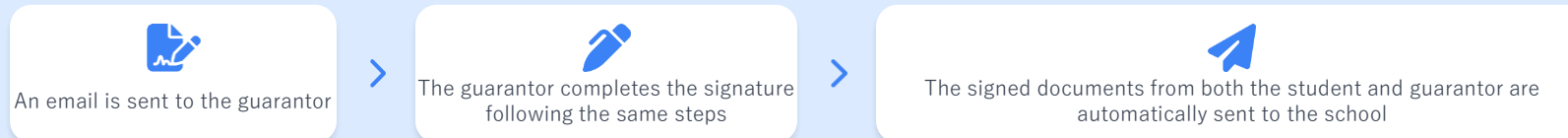
For Students & Guarantors

This guide explains the electronic signature process, completed after the admission results, in four easy-to-understand steps.

## Overall Process (4 Steps)



### Guarantor Signature → Submission to School



# 1

## Email Reception & Start of Signature

### Check the email you received

Sender: info@yudhs.ac.jp (Yamaguchi Ube New Dental Hygienist Training School)

Subject: “Confirmation of Enrollment Procedure”: Pledge Item, Guarantee, Consent to the Handling Treatment of Personal Information

Action: Tap the red button “署名を開始する” inside the email



### Point

After opening the email, tap the red “署名を開始する” button to proceed. If you cannot find the email, please also check your spam folder.

# 2

## Agree to Electronic Records and Electronic Signatures

### ✓ Review the content and give your consent

Check: Read the information regarding electronic records and signature disclosure

Tick: Check the box for “I agree to the use of electronic records and signatures”

Action: Tap the “同意して続ける” button



### i Important

You cannot proceed unless you check the box at the bottom of the screen. An electronic signature is treated as a legally binding signature, so please carefully review the content before giving your consent.

# 3

## Fill Out and Finish

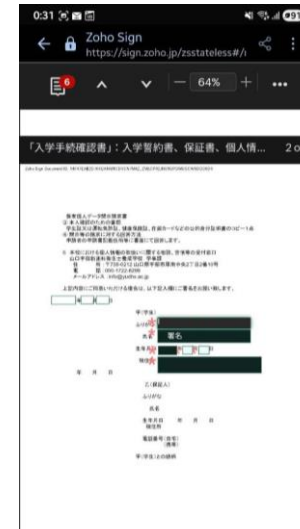
### Complete all required fields and finalize the process

Fill out the Confirmation: Enter all required information shown on the Confirmation of Enrollment Procedure screen

Finish: After completing the form, tap the green “終了” button at the top of the screen

Final Check: Before submitting, make sure there are no missing entries

※If you have a middle name, please be sure to enter it



### Point

Tap the green “終了” button at the top of the screen to complete the signature. If the signature field is left blank, the process cannot be completed, so please make sure all required fields are filled in.

# 4

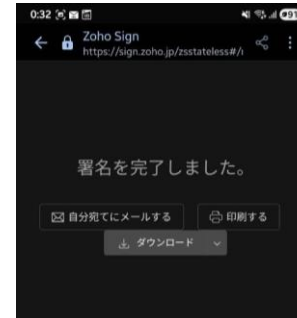
## Signature Completion & Sending to the Guarantor

### ✓ Signature Completion Process

Completion Screen: When the screen shows “署名を完了しました” the student’s signature is complete

Automatic Sending: The signed documents will be automatically sent to the guarantor’s email

Guarantor Signature: The guarantor can sign following the same procedure as the student (Steps ①–④)



### 💡 Post-Signature Flow

- 👤 Student signature completed ✓
- ↓ Automatically sent to the guarantor
- 👤 The guarantor signature completed
- ↓ Automatically sent to the school → Completed



## Troubleshooting (If you do not receive the email)

### ! How to Resolve

- 1 Verify that the email address is correct
- 2 Check the spam or junk mail folder
- 3 Carrier email addresses may have strict filtering, and emails may be blocked before reaching the device. SMS notification is recommended

#### Examples of carrier email addresses:

ezweb.ne.jp

docomo.ne.jp

i.softbank.jp

- 4 If the issue persists, please take a screenshot of the agreement signed by both the student and the guarantor and send it to the school email (info@yudhs.ac.jp)



## Summary

### Overall Procedure Summary

Step ①: Receive the email from [info@yudhs.ac.jp](mailto:info@yudhs.ac.jp) and start the signing process

Step ②: Agree to the use of electronic records and electronic signatures

Step ③: Fill in all required information and tap the “Finish” button

Step ④: Once the signature is completed, it will be automatically sent to the guarantor (after the guarantor signs, it will be sent to the school)



**Please also check the tuition payment invoice email and follow the instructions to complete the process.**