

Rakrak Workflow II Institute Fee Receipt Application Manual

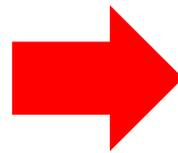
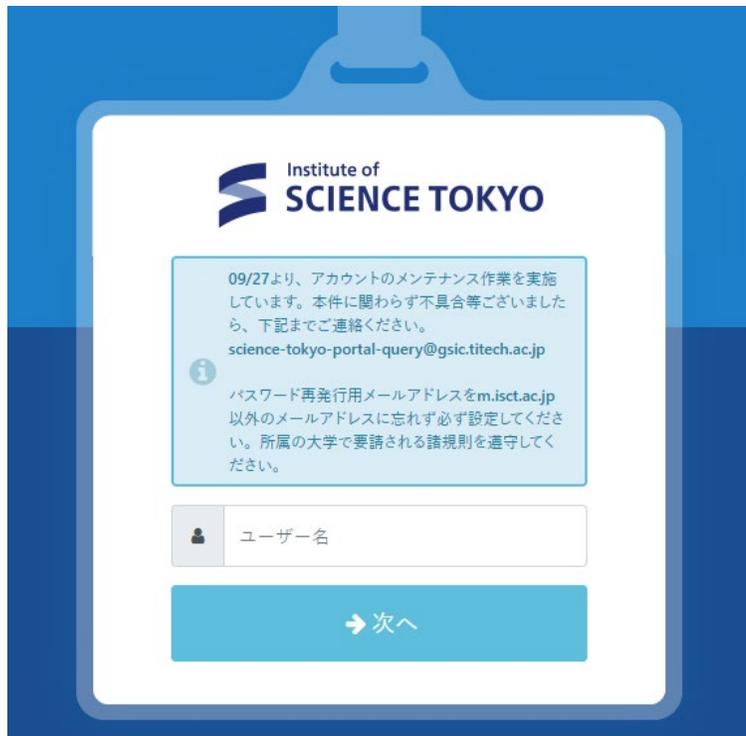
Revenue Group, Accounting Division, Finance Department

*Please ensure that all payments are completed before applying.

Receipts cannot be issued to those with outstanding balances.

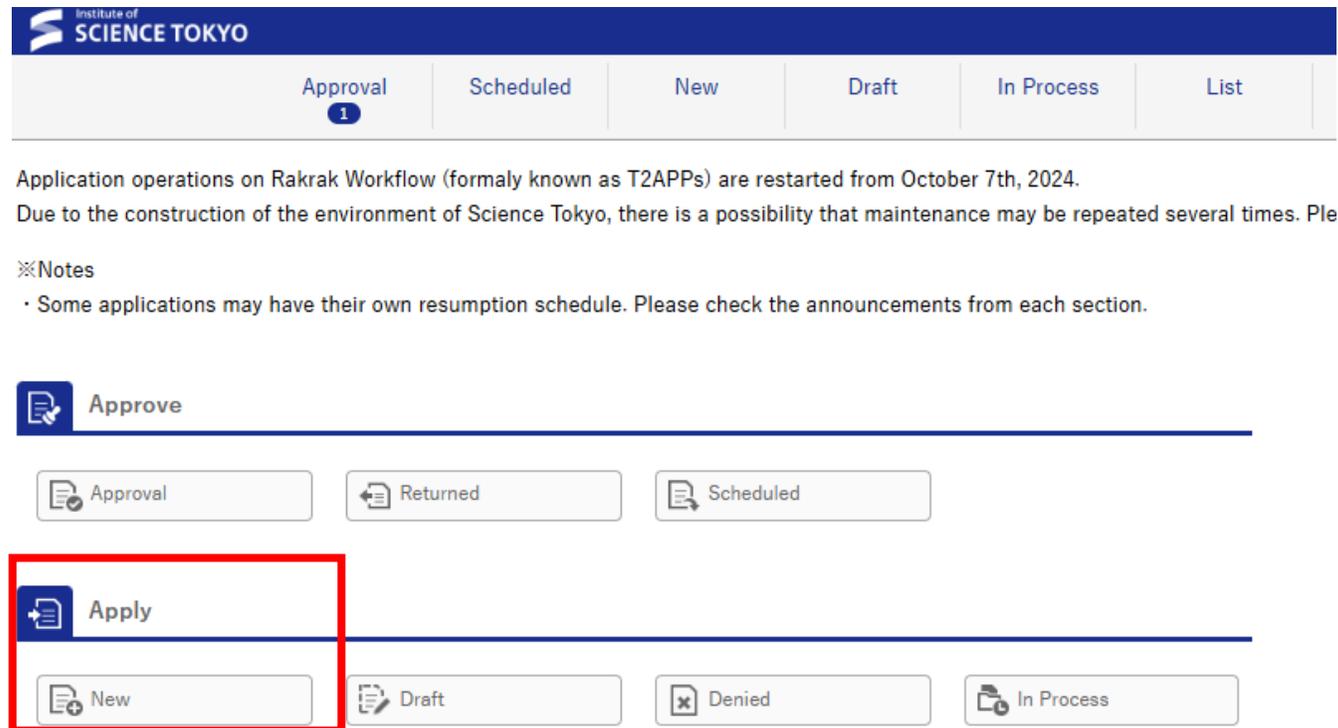
Log in

- Log in to the Science Tokyo authentication system and select "楽々Workflow II" (Rakrak Workflow II).



How to Apply (1)

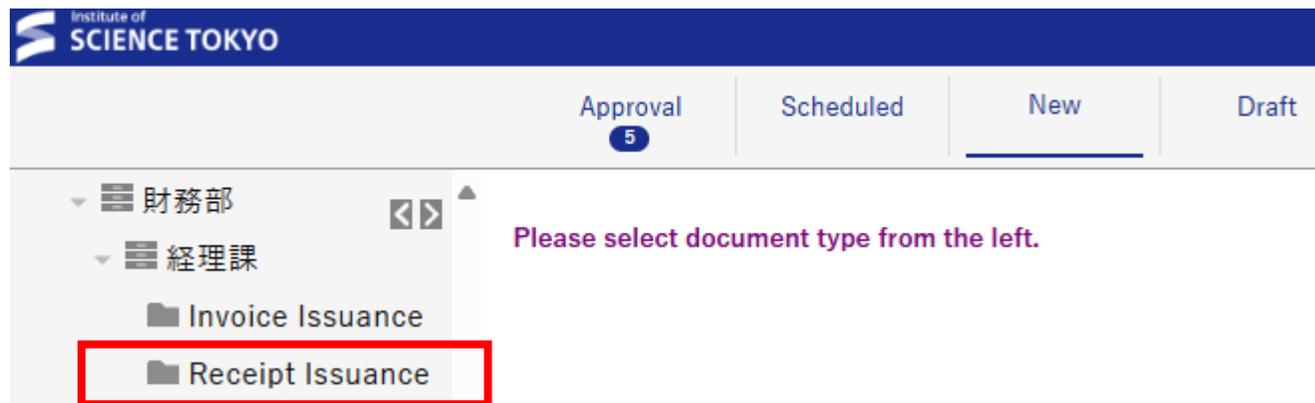
- Select "New" from the "Apply" menu.



The screenshot displays the Science Tokyo application interface. At the top, the 'Institute of SCIENCE TOKYO' logo is visible. Below it, a navigation bar contains tabs for 'Approval', 'Scheduled', 'New', 'Draft', 'In Process', and 'List'. The 'Approval' tab is currently selected, indicated by a small blue circle with the number '1' below it. A notice below the navigation bar states: 'Application operations on Rakrak Workflow (formally known as T2APPs) are restarted from October 7th, 2024. Due to the construction of the environment of Science Tokyo, there is a possibility that maintenance may be repeated several times. Ple'. Below this notice, a section titled '※Notes' contains the text: 'Some applications may have their own resumption schedule. Please check the announcements from each section.' The main interface is divided into two sections: 'Approve' and 'Apply'. The 'Approve' section has buttons for 'Approval', 'Returned', and 'Scheduled'. The 'Apply' section, which is highlighted with a red box, has buttons for 'New', 'Draft', 'Denied', and 'In Process'. The 'New' button in the 'Apply' section is the one to be selected according to the instructions.

How to Apply (2)

- Select 財務部 (Finance Department)
 - > 経理課 (Accounting Division)
 - > 領収書発行 (Receipt Issuance)
- from the menu bar on the left.



How to Apply (3)

- Review notes on issuance

*Please make sure to complete all payments before applying.

Document No.	第2024-%no%号	*Sequence*
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Request to issue a receipt for fee payments (enrollment fee, application fee, tuition)
Amount and Payment of Tuition and Other Fees
<https://www.titech.ac.jp/english/student/students/tuition/tuition>

You cannot apply for a receipt for unpaid fees.
Please complete payment first.
It will take about three weeks to confirm payment and issue a receipt.
Completion of issuance will be notified to the applicant by email.

For urgent requests due to submission deadlines, etc.,
please inquire with the below contact about possible issuance dates.
During busy times, we may not be able to respond to individual requests,
so please apply well in advance.

Contact

How to Apply (4)

- Fill in the required fields for issuing a fee receipt.

* Required fields are indicated with an asterisk.

The receipt is generally issued without a seal.
In that case, please select "None".
Select "Required" only if you need a seal on the receipt.

Select how to receive the fee receipt.
 Online : Download a PDF file from Rakrak Workflow II
 by post : Will be sent to the designated address
 in person: Pick up in-person at the Accounting Division office

If you prefer postal mail, enter the postal code and address here.

* Type of fees	<input type="checkbox"/> application fee <input type="checkbox"/> enrollment fee <input type="checkbox"/> tuition
* Reason for issuance	(select one) <input type="button" value="v"/>
If "Other" is selected, please specify the purpose of issuance.	<input type="text"/>
* Name of company, organization, etc. the receipt will be submitted to	<input type="text"/>
* Language the receipt is to be written in	<input type="radio"/> Japanese <input type="radio"/> English
* Seal required	<input type="radio"/> None <input type="radio"/> Required
* Name of addressee on the receipt	<input checked="" type="radio"/> Applicant name <input type="radio"/> Other
Fill in the name of addressee to be displayed on the receipt.	<input type="text"/>
* How you wish to receive the receipt	<input checked="" type="radio"/> Online <input type="radio"/> by post <input type="radio"/> in person (for urgent requests)
The reason for the urgent request	奨学金団体への提出締切が〇〇月〇〇日のため
Postal code (if "by post" is selected)	<input type="text"/>
Postal address (if "by post" is selected)	<input type="text"/>

How to Apply (5)

- Enter the details of the fee receipt to be issued.

Receipt for application fees	
Select a relevant program	<input type="radio"/> Bachelor's degree program <input type="radio"/> Master's degree program <input type="radio"/> Doctoral degree program <input type="radio"/> Non-degree student <input type="radio"/> Other
Amount paid (application fee)	<input type="text"/> JPY
You cannot apply for a receipt for unpaid fees. Please complete payment first.	
Date of payment	<input type="text"/>

Receipt for enrollment fee	
Select a relevant program	<input type="radio"/> Bachelor <input type="radio"/> Master <input type="radio"/> Doctor <input type="radio"/> Non-degree student <input type="radio"/> Research student <input type="radio"/> International exchange / visiting student
Enrollment fee exemption status	<input checked="" type="radio"/> Not exempt <input type="radio"/> Fee reduced by 50% <input type="radio"/> Fee reduced by a third <input type="radio"/> Fee reduced by two thirds <input type="radio"/> Other
If "Other" is selected, please enter the payment amount.	
Amount paid (enrollment fee)	<input type="text"/> JPY
You cannot apply for a receipt for unpaid fees. Please complete payment first.	
Date of payment	<input type="text"/>

Receipt for tuition	
Select a relevant program from the options	<input type="radio"/> Bachelor <input type="radio"/> Master <input type="radio"/> Doctor <input type="radio"/> Non-degree student <input type="radio"/> Research student <input type="radio"/> International exchange / visiting student
Tuition exemption status	<input checked="" type="radio"/> Not exempt <input type="radio"/> Fee reduced by 50% <input type="radio"/> Fee reduced by a third <input type="radio"/> Fee reduced by two thirds <input type="radio"/> Other
If "Other" is selected, please enter the payment amount.	
You cannot apply for a receipt for unpaid fees. Please complete payment first.	

Scroll down to the bottom half of the screen.



Fill in below if you are bachelor's, master's, doctoral, or research student					
Tuition amount (regular / research student)					
Entry Line (2->4)					
Add lower line					
Ent	Select	Academic year (YYYY)	Semester (spring/fall)	Date of payment	Amount paid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	(select one) ▼	<input type="text"/>	<input type="text"/> JPY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	(select one) ▼	<input type="text"/>	<input type="text"/> JPY

Fill in below if you are a non-degree student					
Tuition amount (non-degree student)					
Entry Line (2->4)					
Add lower line					
Ent	Select	Academic year (YYYY)	Number of credits	Date of payment	Amount paid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> JPY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> JPY

Fill in below if you are an international exchange / visiting student					
Tuition amount (international exchange / visiting student)					
Entry Line (2->4)					
Add lower line					
Ent	Select	Academic year (YYYY)	Course length (in months)	Date of payment	Amount paid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> JPY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> JPY

Comments, etc. to the Accounting Division	<input type="text"/>
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Save document

Click "Save document", after filling in all required fields.

How to Apply (6)

- Check your entry and submit.

*Your application has not been submitted yet on this screen. To submit, please confirm the contents and make sure you click **the “Start workflow”** button at the bottom of the screen.

Select Form : 一覧表示用 申請

A workflow has not been started yet. After confirming a route, click [Start workflow].

Start workflow Correct document Discard document Similar entry Screen->PDF

Document No.

第 [REDACTED] 号



Scroll down to the bottom of the screen.

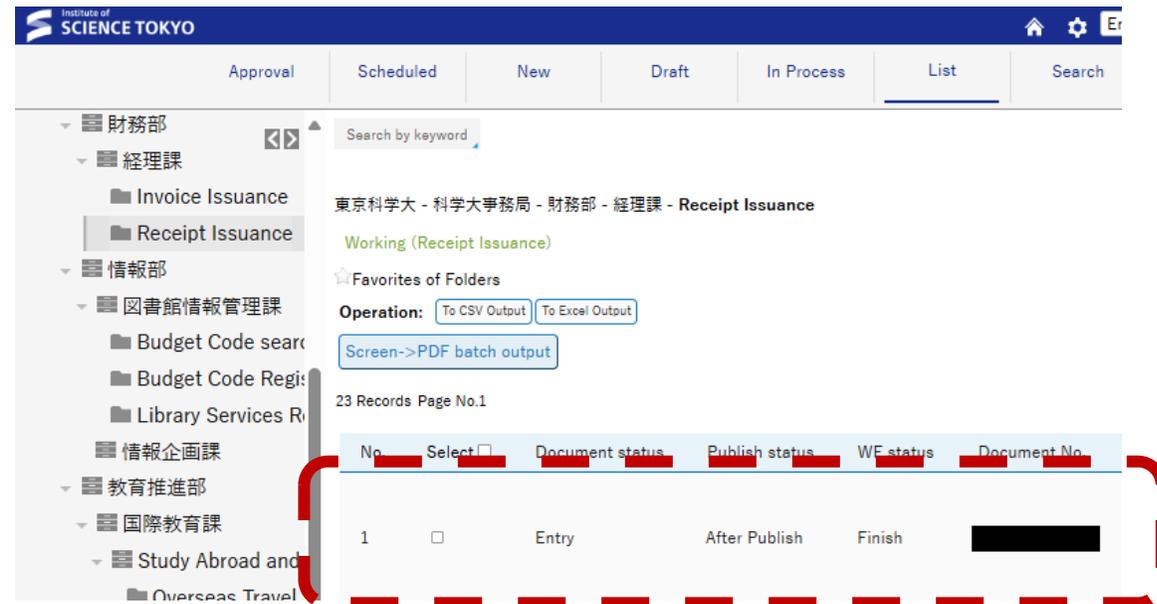
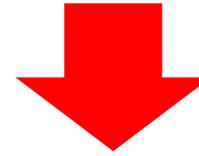
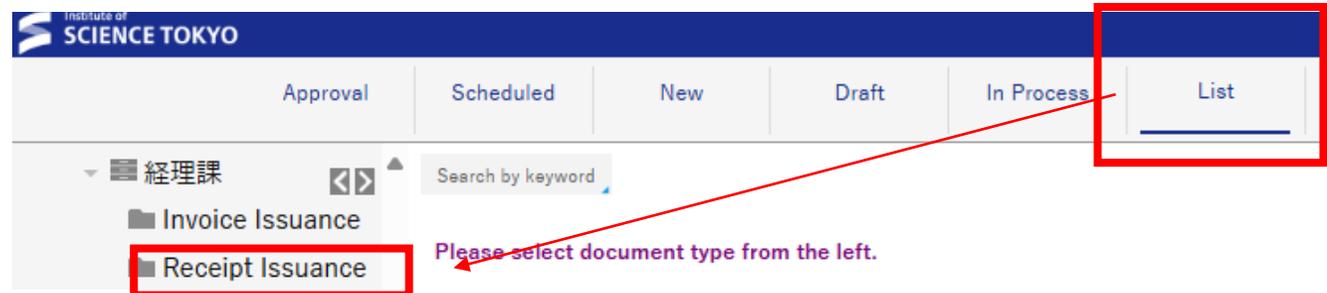
Confirm the contents and click “Start workflow” .

Start workflow Correct document Discard document Similar entry Screen->PDF

If you want to modify the contents, click " Correct document" .

How to check the status of the application document

You can check the status of your application documents by selecting 財務部 (Finance Department)
> 経理課 (Accounting Division)
> 領収書発行 (Receipt Issuance)
from the List menu bar.



Notification of issuance + instructions for receipt

- You will receive a notification email when the issuance is completed.

The receipt will arrive via the method you chose earlier (How to Apply (4)).

<< RakRakWorkflow II sends this E-mail automatically. >>

To [REDACTED]

This is Accounting Division of Science Tokyo.
The follow document is decided.
Receipt Document No. [REDACTED]

<How to Receive Receipt>
By post: The receipt will be sent by standard mail (普通郵便).

Confirm document content, Please click this URL and log in.

[https://\[REDACTED\]](https://[REDACTED])

Revenue Group, Accounting Division,
Finance Department,
Institute of Science Tokyo
2-12-1 Ookayama, Meguro-ku,
Tokyo 152-8550 JAPAN

Issuance Methods

- Online : Download the PDF file from Rakrak Workflow II (See next page as a reference).
- By Post: The receipt will be sent to the designated address. Please allow some time for delivery.
- In person at the Accounting Division counter : Please bring your student ID to collect your fee receipt at the Accounting Division office.

● Revenue Group, Accounting Division,
Finance Department
Ookayama Campus: Centennial Hall, 4F
Office hours: 8:30 a.m. to 5:15 p.m.,
Monday through Friday

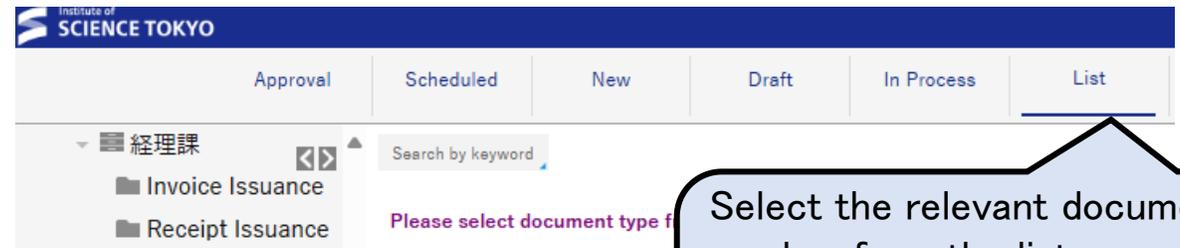
How to receive the receipt electronically

Log in to the Science Tokyo authentication system from the link in the notification email, and download the PDF file.

When selecting the file from the List menu bar, the file will be posted under “Online issuance of receipt”.

<< RakRakWorkflow II sends this E-mail automatically. >>
To [REDACTED]
This is Accounting Division of Science Tokyo.
The follow document is decided.
Receipt Document No. [REDACTED]
<How to Receive Receipt>
Online: Please log in to the system and download the receipt file.
Confirm document content. Please click this URL and log in.
[https://\[REDACTED\]](https://[REDACTED])

Revenue Group, Accounting Division,
Finance Department,
Institute of Science Tokyo
2-12-1 Ookayama, Meguro-ku,
Tokyo 152-8550 JAPAN



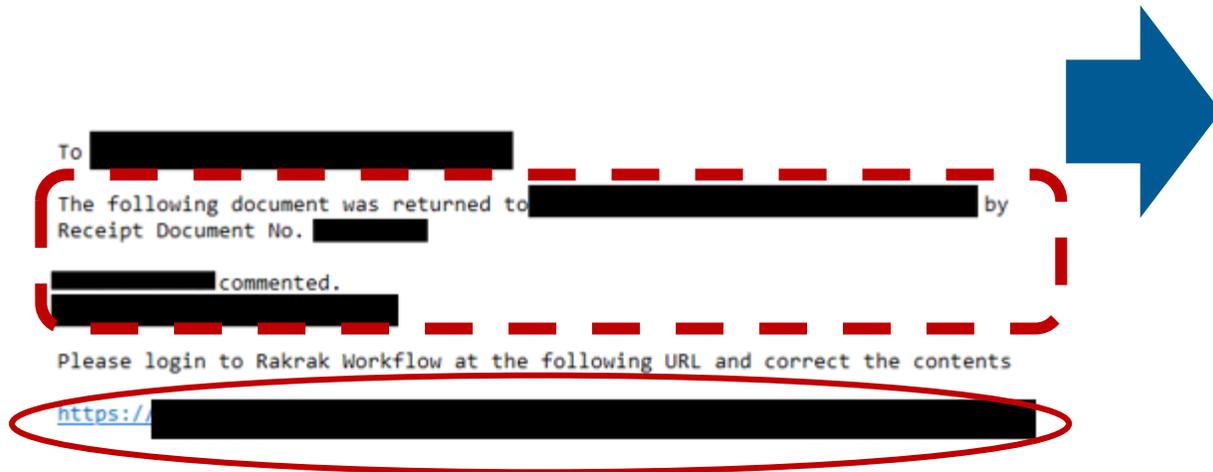
Select the relevant document number from the list menu and scroll down to the bottom half of the screen.

The PDF file will be posted in "Online Issuance of receipt". Click to download the file.



If you received a "Notice of Return" email due to incomplete application (1)

- After confirming the reason for the return in the email, click the link and log in to the Science Tokyo authentication system.



Select Form : 一覧表示用 申請 窓口確認用
[Back to List.](#)
[Stop workflow](#) [Similar entry](#) [Screen->PDF](#)

Work type	Entry
Document No.	第 [redacted] 号
Affiliation	[redacted]
Name	[redacted]

Job schedule		Job actual res
Activity	Person in charge	Operation
Start		Start
Review	発行業務 (常勤・非常勤)	Return
Correction Instruction	[redacted]	
Review	発行業務 (常勤・非常勤)	
Publish		

Scroll to the bottom of the screen to check the fields that need to be corrected.

If you received a " Notice of Return" email due to incomplete application (2)

- Select the document number of the document you wish to revise in the "Approval" menu, modify the document, and resubmit it for application.

Institute of SCIENCE TOKYO

Approval 1 Scheduled New

Review/Approval

All

Filter by

經理課 - Receipt Issuance 1

Search by keyword

Working (經理課)

1 Record Page No.1

No.	Process	Document No.
1	Correction Instruction	第 [REDACTED] 号

If you click the document number, the application form will open. Modify the document according to the comments at the bottom of the page.

Job schedule		Job actual r
Activity	Person in charge	Operation
Start		Start
Review	発行業務 (常勤・非常勤)	Return
Correction Instruction	[REDACTED]	
Review	発行業務 (常勤・非常勤)	
Publish		

After you have modified the document, click "Completion" to resubmit the contents.

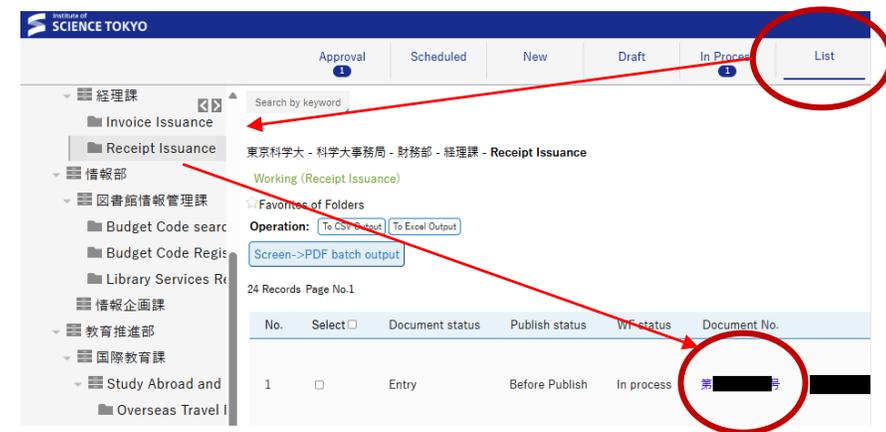
Comment

Perform continuous operation

Completion Save temporarily

When canceling a returned application (1)

- If you wish to cancel the application specified in a " Notice of Return " email, select the application's document number from the List menu bar, and click the "Stop workflow" button.



Document No.	第 [redacted] 号
Affiliation	[redacted]



Comment	[redacted]
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Document No.	第 [redacted] 号
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A comment field will be displayed to provide the reason for withdraw.
Enter the reason for the withdraw and click the "Stop workflow" button again.

If you click the "Stop workflow" button, the application data will be moved to "Draft".

When canceling a returned application (2)

- If you withdraw the application, the data will be saved as a “Draft” menu.



東京科学大 - 科学大事務局 - 財務部 - 経理課 - Receipt Issuance

Working (Receipt Issuance)

Operation: [To CSV Output](#) [To Excel Output](#)

[Screen->PDF batch output](#)

1 Record Page No.1

No.	Select <input type="checkbox"/>	Work type	Document No.	Affiliation
1	<input type="checkbox"/>	Entry	第 [REDACTED] 号	[REDACTED]



Select the document number of the document you wish to cancel in “Draft”, and click the “Discard document” button.

A workflow has not been started yet. After confirming a route, click [Start workflow].

Operation: [Amendment history](#)

[Start workflow](#) [Correct document](#) [Discard document](#) [Similar entry](#) [Screen->PDF](#)

Document No.

第 [REDACTED] 号

- Contact for inquiries on the issuance of institute fee receipt:
Revenue Group, Accounting Division, Finance Department
(acct.rev@adm.isct.ac.jp)

*For inquiries, please make sure to include your name and student ID number in the email when you contact us.