

在留資格・連絡先報告について (D-GATE)

Submission of Residence Card and Contact Information
“D-GATE”

シングルサインオンSSO認証 Web Single Sign-On

イメージングマトリクス認証でWeb Single Sign-Onにログインする場合の認証方法

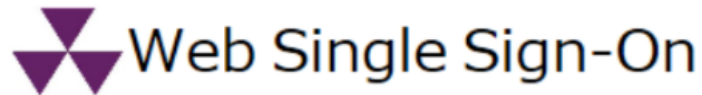
Authentication method when "Imaging Matrix" is selected for multi-factor authentication at Web Single Sign-On login

同志社大学オフィシャルサイトの「在学生の方」から、シングルサインオン画面に遷移してください。

From the Doshisha University official website's "current students page", please proceed to the single sign-on screen.

1. Web Single Sign-Onにログインします。

Log in to Web Single Sign-On.



ユーザ名

パスワード

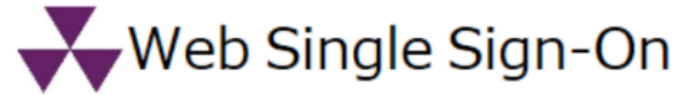
☐ ログインを記憶しません。

☐ 送信する情報を再度表示して送信の可否
を選択します。

Login

2. 多要素認証で「イメージングマトリクス」を選択します。

Select "Imaging Matrix (イメージマトリクス)" for multi-factor authentication.



Multi-Factor Authentication System

Select Authentication.

イメージングマトリクス

FIDO2

Duo

シングルサインオンSSO認証 Web Single Sign-On

3. 事前に登録した3つの画像を正しい順序でクリックします。

※ログイン毎に画像の位置は変化します。

Click the three pre-registered images in the correct order.

* The position of the image will change with each login.

	21	90	82	45	36
05					
35					
54①			 ③		
06②					
31					

※ 例 / Example

ログイン

クリア

パネル表示

4. 画像をクリックすると、表の下に「・・・」が表示されます。3つ選択されたことを確認して「ログイン」をクリックしてください。

※「パネル表示」を選択すると、画像に対応したマトリクス表の番号が表示されます。

When you click on the image, “・・・” is displayed. Make sure that the three images have been selected and click on “Login (ログイン)”.

*If you select “Show Panel (パネル表示)”, the numbers in the matrix table corresponding to the images are displayed.

	21	90	82	45	36
05					
35					
54					
06					
31					

....

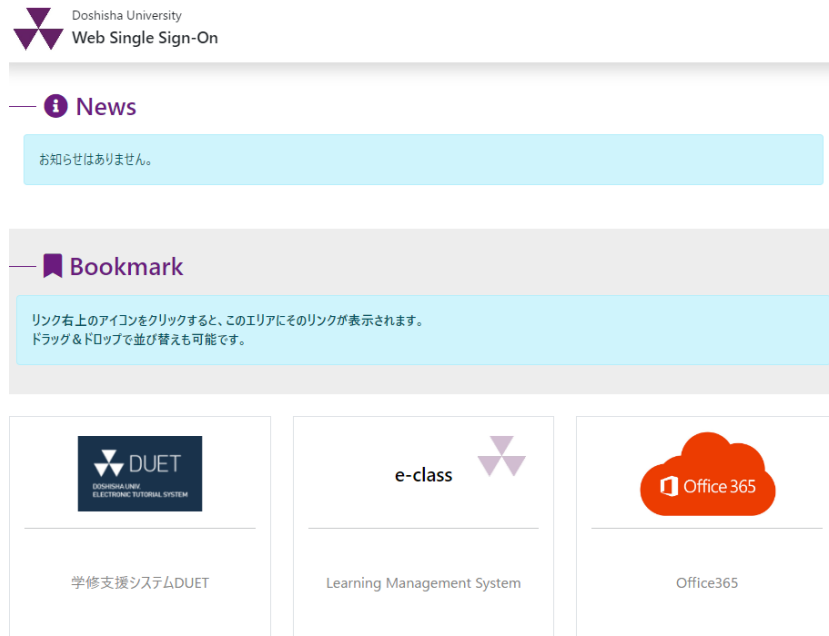
ログイン

クリア

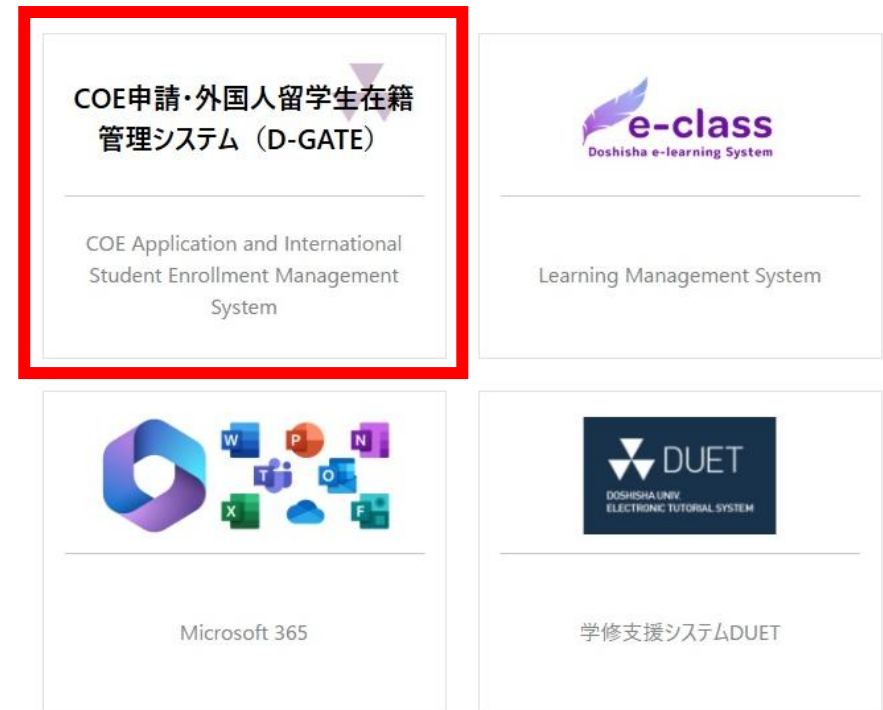
パネル表示

シングルサインオンSSO認証 Web Single Sign-On

5. 以上で認証完了です。Web Single Sign-On にアクセスできます。
Authentication is completed and you can access Web Single Sign-On.



6. Web Single Sign-On画面から、D-GATEのタイルを選択する。
From the Web Single Sign-On screen, select the “D-GATE”.



I.連絡先情報登録 / Contact Information Registration

Top

DOSHISHA GAKUSEI Welcome to D-GATE!

Current Location		Application Status		Period of Stay	
Unregistered	Unregistered			2027/01/01	Approved

Regarding the Handling of Personal Information

Request for uploading residence card and student information

Please submit your Residence Card registration and contact information.
Submission period:
April 1 (Wed) – April 7 (Tue), 5:00 p.m. (JST)

Update Request Response Status: Requesting confirmation

Applicant data Update

Current Location Status: Requesting

Current Location input

①Click “Applicant data Update.”
①「申請者情報更新」をクリック。

Applicant data

This is not acceptable.
こちらは不可。



English 日本語 Inquiry

Display the input items required for application
Request for uploading residence card and student information

● is displayed in the input items required for application

Management (Applicants do not need to enter)

● 1 Personal Information

2 Passport

3 Backgrounds

4 Non-grant / Non-permission history

5 Departure/CO

6 Criminal Record

7 Sponsor

8 Scholarship

9 Plans after graduation

10 Family in Japan

● Document

11_1 Unqualified activities

②Click icon and open the details.
②アイコンをクリックして詳細表示。

I.連絡先情報登録 / Contact Information Registration



同志社大学
Doshisha University

English 日本語 Inquiry Logout

Applicant data

Display the input items required for application

New Student

● is displayed in the input items required for application

Management (Applicants do not need to enter)

● 1 Personal Information

Edit

● Name※
DOSHISHA GAKUSEI
Name (Kanji)
同志社 学生
Name (katakana)
ドウシシャ ガクセイ
Birthday※
2006-01-01
Sex※
Male
Nationality※
Taiwan

③Click “Edit.”
③「編集」を押す。

Contact Information

● Home town/city※

● Telephone No.※
0752510000
Cellular phone No.
0752510000
Login ID (email address)
doshisha00209@example.com
Password
*Shielded for security
E-mail address (personal)

Emergency Contact

● Name※

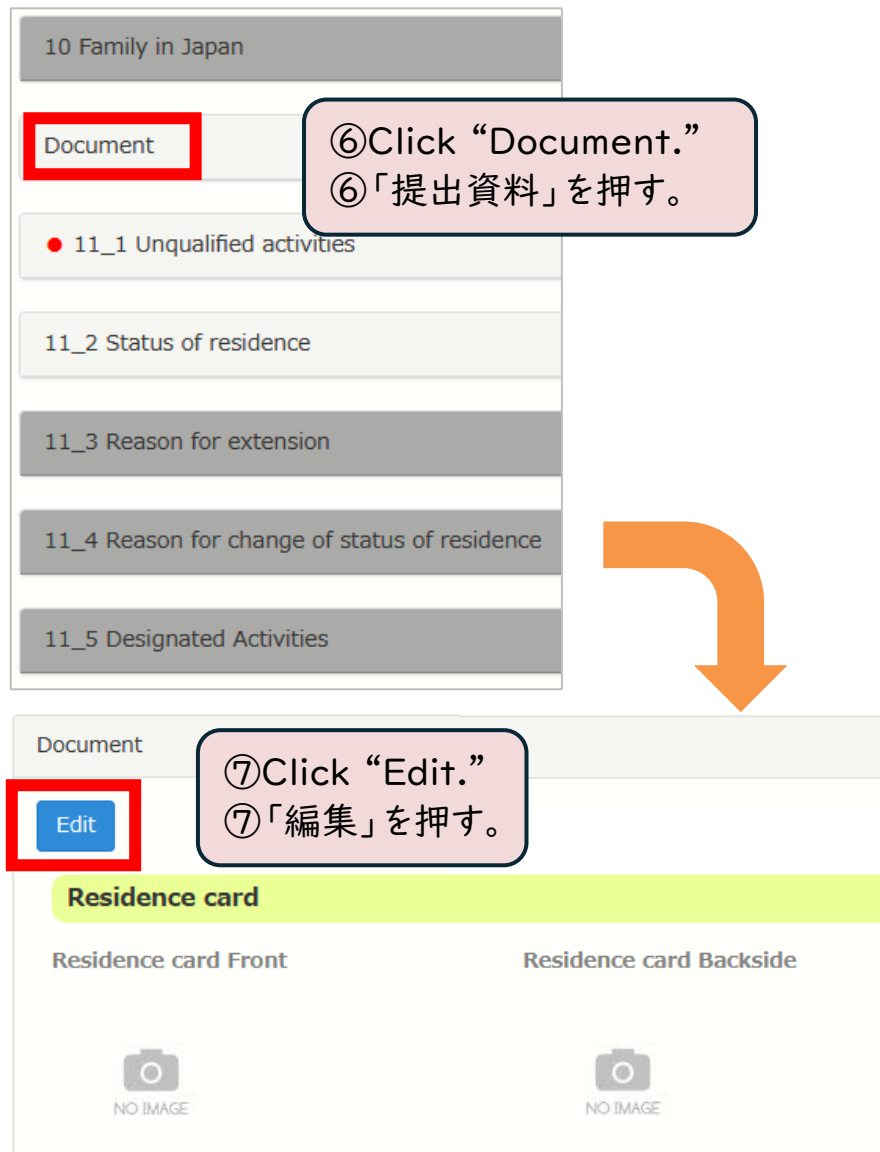
● Telephone No.※
000000000000
● Address※

④Please enter or update only the following items:
・Contact Information
・Emergency Contact
Do not make any changes to any other fields.
(※ is required for registration)
④連絡先情報・緊急連絡先のみを入力・修正してください。その他の項目は変更しないでください。
(※は入力必須)

⑤Scroll down to the bottom and click “Save changes.”
⑤スクロールして「変更を保存」を押す。

Back Save changes

2.在留カード情報登録 / Registration of Residence Card Information



10 Family in Japan

Document

⑥Click “Document.”
⑥「提出資料」を押す。

● 11_1 Unqualified activities

11_2 Status of residence

11_3 Reason for extension

11_4 Reason for change of status of residence

11_5 Designated Activities

Document

Edit

⑦Click “Edit.”
⑦「編集」を押す。

Residence card

Residence card Front

Residence card Backside

NO IMAGE

NO IMAGE



Document

A total of 25MB files (up to 5MB per file) can be saved at a time.

Residence card

Application for registration of resident card data

Residence card Front

⑧Click “Application for registration of residence card data.”
⑧「在留カード情報登録申請」を押す。

Residence card

Registration Category

Update

New entry

Re-issue

Other

⑨Select from the lists.
Update: for the extension
New entry: for the brand-new student
Re-issue: for when you lost and re-issue
Other: other than those listed above

⑨リストから選択。
更新: 在学生の期間更新
新規入国: 新入生
再発行: 紛失時の再発行
その他: 上記以外

2.在留カード情報登録 / Registration of Residence Card Information

Residence card

Registration Category
Update ▼

Please upload an image of your resident card.

A total of 25MB files (up to 5MB per file) can be saved at a time.

Residence card front

参照... ファイルが選択されていません。

Launch camera

Residence card back

参照... ファイルが選択されていません。

Launch camera

Upload

Back

①Check the image requirements displayed on the screen, then click “OK.”

①それぞれ、イメージ画像の要求を確認し、「OK」を押す。



Notes for upload the image:

- Please make sure that the image is **horizontal**.
- **Only PNG and JPG** file is acceptable.
- Please make sure that **the width of the card fits exactly into the width of the screen**.
- Please make sure that the image is taken **horizontally to the card**.
- Please make sure that the image is **focus on the card and not blurry or out of focus**.
- Please make sure that the image **not get shadows and any reflections of light**.
- If the above requirements are not met, **you may be asked to resubmit**.

OK

Cancel

Notes for upload the image:

- Please make sure that the image is **horizontal**.
- **Only PNG and JPG** file is acceptable.
- Please make sure that **the width of the card fits exactly into the width of the screen**.
- Please make sure that the image is taken **horizontally to the card**.
- Please make sure that the image is **focus on the card and not blurry or out of focus**.
- Please make sure that the image **not get shadows and any reflections of light**.
- If the above requirements are not met, **you may be asked to resubmit**.

OK

Cancel

⑩If you are using a PC and have saved image files of your residence card on your computer, select “参照.”

If you are using a smartphone and will take photos of your residence card, select “Launch camera.”

⑩PCで操作しており、PCに在留カードの写真データを保存している場合は「参照」、スマートフォンで操作しており、これから在留カードを撮影する場合は「カメラ起動」を選択する。

2.在留カード情報

⑫Click “Upload.”
⑫「アップロード」を押す。

⑬Enter the Residence card information,
then click “Next.”

⑬在留カード情報を入力し、「次へ」を押す。



2.在留カード情報登録 / Registration of Residence Card Information

⑭After entering the information on the back side, click “Apply with this information.”

⑭裏面の情報を入力後、「この内容で申請する」を押す。

Residence card(Back)

Please review the contents of the card and enter or correct as necessary.

Residence card back

届出年月日	居住地記載欄	記載者印
2019年4月1日	東京都港区港南5丁目5番30号	東京都港区長

資格外活動許可欄

許可: 原則週 28 時間以内・風俗営業等の従事を除く

在留期間変更許可申請中

Change Edit

Residential(Back)

Postal code 1080075 Auto-fill in the address

東京都港区港南5丁目5番30号

Permission column for non-qualified activities

Permitted: within 28 hours per week, excluding engagen

Apply with this information.

Back

⑮After applying, click “Return to Document.”

⑮申請したら「提出資料に戻る」を押す。

Residence card

Your residence card information has been sent. Please wait for approval. Also, if your address information in the academic system is outdated, please update it promptly.

Return to Document

Back

⑯Confirm whether the Residence card has been successfully registered.

⑯在留カードが登録できたか確認する。

Document

Residence card

Front (For this application)

Back (For this application)

Residence Card Front(Previous Approval)

Residence Card Backside(Previous Approval)

3.登録完了 / Registration Complete

8 Scholarship

9 Plans after graduation

10 Family in Japan

• Document

• 11_1 Unqualified activities

• 11_2 Status of residence

11_3 Reason for extension

11_4 Reason for change of status of residence

11_5 Desi

☐ There is no mistake in the input contents.
☐ The information you have entered is the most recent available.

Applicant data has been verified and corrected.

Back

- ⑮Check the box and click “Applicant data has been verified and corrected.”
- ⑮チェック項目にチェックを入力し、「申請者情報を確認・更新しました」をクリック。



English 日本語 Inquiry Logout

Applicant data

Display the input items required for application

New Student

• is displayed in the input items required for application

Management (Applicants do not need to enter)

• 1 Personal Information

2 Passport

• 3 Backgrounds

• 4 Non-grant / Non-permission history

• 5 Departure/COE issuance history information

• 6 Criminal Record etc

• 7 Sponsor

• 8 Scholarship

Notice

Your registration is complete.

OK

- ⑯See complete message and click “OK.”
- ⑯完了メッセージを確認し、「OK」をクリック。

4.登録エラー/ Registration Error

English 日本語 Inquiry Logout

Applicant data

Display the input items required for application

New Student

● is displayed in the input items required for application

Management (Applicants do not need to enter)

● 1 Personal

2 Passport

● 3 Backgrounds

● 4 Non-grant / Non-permission history

● 5 Departure/COE issuance history information

● 6 Criminal Record etc

● 7 Sponser

Error

The input is not enough, Please enter the red part.

OK



2 Passport

● 3 Backgrounds

Edit

Years of study (elementary school-final education)※
12

Segment of total study records(after high school)※

Segment of total study records(after high school) is required

Enrollment status(after high school))
卒業"Graduated"

Segment(after high school))
大学院(博士) "Doctor"

Location(after high school))
国外"Outside Japan"

Country of locatoin(after high school))
Taiwan

2020/09

Period(to)
2023/08

Final Education check
Checked

②①If you face the error message, please check and change your information

②①エラーがあった場合、確認して修正する。

②①Tabs with errors are highlighted in red.

②①エラーメッセージは赤字で表示される。

4.登録エラー/ Registration Error

8 Scholarship

9 Plans after graduation

10 Family in Japan

• Document

• 11_1 Unqualified

• 11_2 Status of residence

11_3 Reason for extension of stay

11_4 Reason for change of status

11_5 Designated Activities

☐ There is no mistake in the input contents.
☐ The information you have entered is the most recent available.

Applicant data has been verified and corrected.

Back

②②After correcting the errors, reselect the checkbox and click “Applicant data has been verified and corrected.”

②②エラー修正後、再びチェック項目にチェックを入力し、「申請者情報を確認・更新しました」をクリック。

Back

②③Click “Back.”

②③「戻る」をクリック。

Top

CHEN YUAN Welcome to D-GATE!

Current Location	Application Status	Period of Stay
Unregistered	Unregistered	Pending

Request for uploading residence card and student information

Please submit your Residence Card registration and contact information.
Submission period:
April 1 (Wed) – April 7 (Tue), 5:00 p.m. (JST)

Update Request Response Status: Answered

Residency Expiration Alert Response Status

Applicant data

Current Location

Residence card

Inquiry

②④Confirm that the Update Request Response Status is “Answered.”

②④更新ステータスが「回答済み」になっていることを確認。

5. 現在地登録/ Registration of Current Location

Top

DOSHISHA GAKUSEI Welcome to D-GATE!

Current Location		Application Status		Period of Stay	
Unregistered	Unregistered			2027/01/01	Pending

Regarding the Handling of Personal Information

Request for uploading residence card and student information

Please submit your Residence Card registration and contact information.
Submission period:
April 1 (Wed) – April 7 (Tue), 5:00 p.m. (JST)

Update Request Response Status: Answered

Current Location Status: Requesting

Current Location input

②⑤ Click “Current Location.”
②⑤ 「現在地」をクリック。

Applicant data

Current Location

This is not acceptable.
こちらは不可。



Current Location

Register your current location

There is no current Location.

Back

②⑥ Click “Register your current location.”
②⑥ 「現在地登録」をクリック。



Request to input your current location

Please enter your current location.

Japan

Outside Japan

Res

②⑦ Select either “Japan” or “Outside Japan.”
②⑦ 「日本」「日本以外」のどちらかを選択。

5. 現在地登録/ Registration of Current Location

If your current location is “Japan”:
現在地が「日本」の場合・・・

The screenshot shows the 'Current Location' registration form. At the top, there is a dropdown menu with 'Japan' selected. Below it is a text input field labeled 'arrival date in Japan' with a placeholder 'YYYY/MM/DD' and a calendar icon. A red box highlights this field. Below the date field is a blue button labeled 'Register your current location', also highlighted with a red box. At the bottom is a 'Back' button.

②⑧ Enter the arrival date in Japan and click “Register your current location.”

②⑧ 「日本への入国日」を入力し、「現在地登録」をクリック。

Please enter the date of your most recent departure from Japan.
If you have never entered Japan before, enter a provisional date of "2000/1/1."
「日本の出国日」は最後に日本を出国した日時を入力してください。これまでに日本に入国したことがない場合は、仮の日時として「2000/1/1」を入力してください。

If your current location is “Outside Japan”:
現在地が「日本以外」の場合・・・

The screenshot shows the 'Current Location' registration form for 'Outside Japan'. At the top, there is a dropdown menu with 'Outside Japan' selected. Below it is a list of countries: 'People's Republic of China', 'Republic of Korea', 'India', and 'Taiwan'. A red box highlights the 'People's Republic of China' option. Below the list is a text input field labeled 'Japan departure date' with a placeholder 'YYYY/MM/DD' and a calendar icon, also highlighted with a red box. Below the date field is a blue button labeled 'Register your current location', highlighted with a red box.

②⑧ Select your current location from the list and enter the Japan departure date. Finally, click “Register your current location.”

②⑧ リストから現在地を選択し、「日本の出国日」を入力。最後に「現在地登録」をクリック。

5.現在地登録/ Registration of Current Location

Current Location				
Register your current location				
Status	Current Location	Detail	Date of entry and exit	Answer day
Registration	Outside Japan	People's Republic of China	2026/06/01	2026/06/18
Back				

㊴Review the entered information. To exit, click “Back.”

If you need to correct the information, return to Step ㊴ and repeat the process.

㊴入力内容を確認する。終了する場合は「戻る」をクリック。

入力内容を訂正する場合は、手順㊴からやり直す。