

How to apply from outside of Japan

The application page differs depending on the date of the online course. Please check the date you would like to participate in and use the correct application page to apply. You can apply at the bottom of each page. After filling out the necessary fields in the form, please proceed to the payment process. When the application and payment have been completed, Tokyo Metro Academy office will send you an email which contains the URL to access the online course, so please save the information until the course date.

On the day before the course date, you will receive a reminder email from Tokyo Metro Academy.

On the course date, please carefully refer to either of the emails to join the online course.

Your application and payment will go smoothly if you follow steps 1-6 outlined here.

1. Registration Information

After reading and understanding the Terms of Service, fill out the “Registration Information” at the bottom of the screen on the application page, and then click “Register.” Please make sure that you have entered all the information correctly.

The image shows a registration form titled "Registration Information" with various input fields and checkboxes. A red box highlights the entire form area. Two red callout boxes with arrows point to specific parts of the form: "① Fill out" points to the input fields, and "② Click" points to the "Register" button.

Registration Information

First name: (Required)

Last name: (Required)

Email address: (Required)

Country / region: (Required)

Organization / Company: (Required)

Business type:

- Railway Operator
- Supplier
- Government Agency
- Educational / Research Institute
- Others (Required)

Department: (Required)

Title / Position: (Required)

How did you know about this online course? You can choose multiple answers.:

- Colleague
- External parties
- SNS (Social Networking Service)
- Internet advertising
- Internet news
- Email from Tokyo Metro
- Press Release of Tokyo Metro
- Others (free description) (Required)

If you answered 'Others' in the question above, please write down the details.:

Would you like to receive information about future online courses?:

- Yes
- No (Required)

I agree to the Terms of Service of Tokyo Metro Academy.: (Required)

Register

① Fill out

② Click

2. Confirmation of Payment

Confirm the displayed course fee on the page, and click “PayPal Check Out.”

Reference: What is PayPal and how does it work? (<https://www.paypal.com/be/smarthelp/article/what-is-paypal-and-how-does-it-work-faq1655>)

The screenshot shows a 'Payment Information' page. At the top, there is a 'Payment summary' section. Below it, 'Items' and 'Promotional savings' are listed. The 'Total amount' is displayed in Japanese Yen (¥). A red circle highlights the total amount, with an arrow pointing to a red box labeled '① Confirm'. Below the summary, the 'Payment method' is set to 'Pay with PayPal'. A red circle highlights the 'PayPal Check out' button, with an arrow pointing to a red box labeled '② Click'.

3. Log in to PayPal

From the displayed page, log into PayPal to complete the payment. If you do not have a PayPal account yet, please create one.

The screenshot shows the 'Pay with PayPal' login page. It features the PayPal logo and a heading 'Pay with PayPal'. Below the heading, there is a message about account benefits. Two input fields for account information are circled in red, with an arrow pointing to a red box labeled '① Enter the PayPal account information'. Below the input fields, there is a checkbox for 'Stay logged in for faster purchases' and a blue 'Log In' button. The 'Log In' button is circled in red, with an arrow pointing to a red box labeled '② Click'. Below the 'Log In' button, there is a link for 'Having trouble logging in?'. Below this, there is an 'or' separator and a 'Create an Account' button. The 'Create an Account' button is circled in orange, with an arrow pointing to an orange box containing the text: 'If you do not have PayPal account, you can create one here.' At the bottom, there is a link for 'Cancel and return to test tarou's Test Store' and a language selector set to 'English'.

4. Choose Payment Method

When you log in to your PayPal account, you can choose from among the payment methods registered to PayPal, such as via your credit card, debit card, and/or bank account. Choose a payment method that is the most convenient for you, and click “Continue.”

The screenshot shows the PayPal payment method selection interface. The page title is "PayPal" and the currency is set to "JPY". The user is greeted with "Hi, [Name]". Under the "Pay with" section, there are three options: "Visa Credit" (marked as "PREFERRED"), "CREDIT UNION 1 Checking", and "+ Add debit or credit card". The "Visa Credit" option is selected, indicated by a blue radio button. A red circle highlights the "Add debit or credit card" link, with an arrow pointing to it from a red box labeled "① Click and Add". Below the "Pay with" section, there is a "Pay later" section with a "NEW" badge and a "Pay in 4" option. At the bottom of the page, there is a blue "Continue" button, which is circled in red, with an arrow pointing to it from a red box labeled "③ Click". A red box labeled "② Choose" points to the "Visa Credit" option. At the bottom of the page, there is a note: "You'll be able to review your order before you complete your purchase."

5. Payment

Your registration and payment for the course have not been completed yet at this point. On the displayed page, confirm your information. Please be extra careful to ensure you have entered the correct email address, as an email with the URL to access the online course will be sent to this registered email address after your application has been completed. After you confirm your information, click “Submit Payment.”

The screenshot shows the "Submit Payment" confirmation page. The page title is "Submit Payment" and the instruction is "Please review the information below and click Submit Payment to complete your transaction." The information to be reviewed is as follows:

Topic:	Tokyo Metro Academy
Session dates:	[Redacted]
Starting time:	[Redacted]
Duration:	[Redacted] hours
Charge amount (JPY):	[Redacted]
Payment method:	PayPal

At the bottom of the page, there are two buttons: "Submit Payment" and "Cancel". The "Submit Payment" button is circled in red, with an arrow pointing to it from a red box labeled "Click".

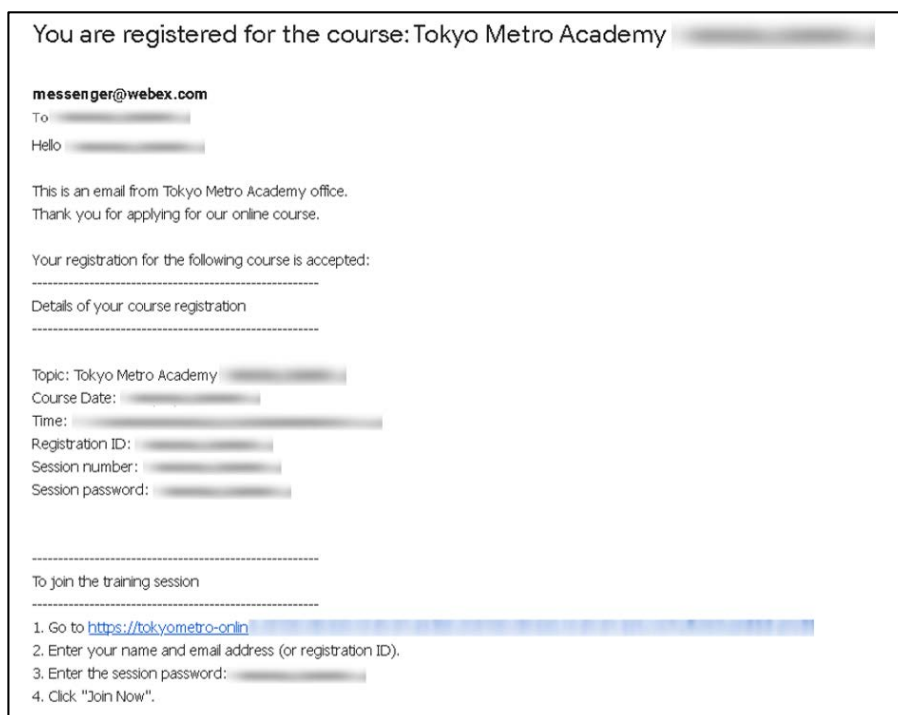
6. Application Completed

If you see the following screen, your application and payment have been completed. After the “Registration Confirmed” screen is displayed, the email containing the URL to access the online course will be sent to the registered email address. Please do not forward the email to anyone, and save the information until the course date.

Registration Confirmed screen



Confirmation email



Note 1: If you have not received the confirmation email, this means either your application has not been completed or your registered email address was incorrect.

Note 2: Your receipt is the one issued by PayPal, which you can check and print from the Activity section in your PayPal account. We do not issue a separate receipt.

Please feel free to contact us, if you have any questions or concerns regarding Tokyo Metro Academy.

Contact us: tokyometro-online-courses@tokyometro.jp