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.

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)

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.

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."

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."
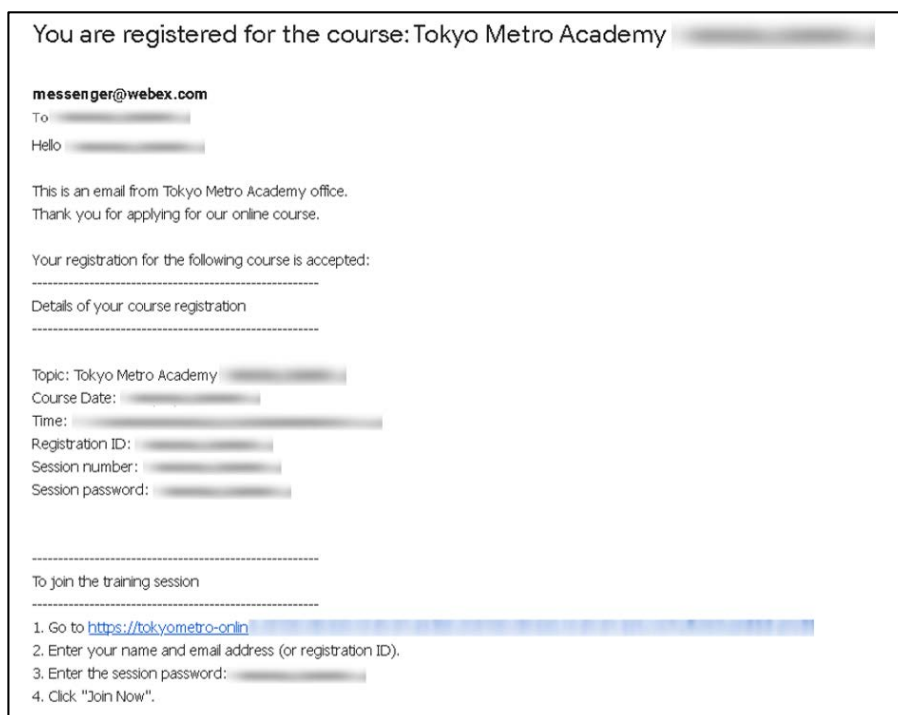
6. Application Completed

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