

ADMISSIONS PROCEDURE

Visit the membership application page of the Japanese Association for South Asian Studies website [SMOOSY]
⇒ <https://jasas.smoosy.atlas.jp/admission>

SMOOSY Application Process

① Read and agree to the society rules and regulations prior to continuing to the membership application. Check the box to agree and click "Register" to continue.

② Email address verification.

→ Enter your email address in the required field.

→ Click on the "Membership Application URL" in the verification email sent to your inbox.

③ Enter required personal information for membership registration.

Follow the instructions on the entry form to register Applicant Name, Address, etc.

* The names of two active members of the Japanese Association for South Asian Studies must be listed as Recommenders. If unable to find suitable persons, please write "Consult with the Secretariat" in these fields and continue your application.

→ Click NEXT

④ Enter applicant payment details.

Only Credit Card Payment (one-off) can be selected.

* You do not need to enter the credit card information at this stage.

→ Click NEXT

⑤ Confirmation.

Check the entered registration information and click "Register" to continue if there are no mistakes.

You will receive an e-mail with the following subject.

[The Japanese Association for South Asian Studies] Thank you for your application
(Application No. : XXXXXXXX-XXXXX)

* At this stage, your admission has not yet been accepted.

Secretariat's Response

⑥ Application details will be sent to the Secretariat.

⑦ We will check the submitted application.

→ If there are any deficiencies, we will contact you by e-mail and correct these on your behalf.

→ If there are no deficiencies, the President and the Executive Director will determine whether the application is acceptable or not.

⑧ Application approval by the President and the Executive Director.

⑨ We will issue a membership number and create an annual membership fee billing for the first year.

⑩ We will send you a membership registration completion e-mail.

We will respond within a week.

Membership Registration is completed.

⑪ The e-mail address provided at the time of application will be added to the Association mailing list (JASAS-NET) for information exchange among the members. You will be sent the Association journal published in the year of admission.

If you want to register more than one e-mail address, please contact the Admission Desk/Annual Membership Fee Collection Section (in Kyoto Tsushinsha) <jasas-db@kyoto-info.com> separately.

You will receive an e-mail with the subject "Member Registration Completed - Please make your payment."

Please log into the SMOOSY "Member My Page" and complete the payment procedure.

Please follow the procedure explained in the membership registration completion e-mail.

* The fiscal year of the society is from October 1 to September 30 of the following year.

Please pay the membership fee for the first year within one month after the registration is completed.

Payment of Membership Fee

What you can do on the SMOOSY "Member My Page"

- Pay your annual membership fee, check payment status, and issue receipts
- Change membership information (e-mail address, affiliation, status, mailing address, etc.)

* If you are unable to access the website because the registered e-mail address is no longer available, or if the membership category (Regular/Family/Student) has changed, please contact the Admission Desk/Annual Membership Fee Collection Section <jasas-db@kyoto-info.com>.

* We cannot retrieve the login password if you have lost it. In case of lost passwords, please use the online system to register for a new one.

* The SMOOSY "Member My Page" and JASAS-NET are not linked together. If you want to change the mailing list registration or the login e-mail address, please contact the Admission Desk/Annual Membership Fee Collection Section <jasas-db@kyoto-info.com>.

Admission Procedure - Q&A

● *I am unable to find suitable persons for the Recommenders.*

Please write "Consult with the Secretariat" in the Recommender fields and continue the application.

● *I haven't received an e-mail from SMOOSY during the application process.*

First, please contact the Admission Desk/Annual Fee Collection Section <jasas-db@kyoto-info.com>. We will check whether the e-mail has been sent correctly or not.

If the e-mail has been sent correctly:

- ★ It may have been sorted into the spam folder. Please check the Spam Mail Folder.
- ★ Please make sure that the registered e-mail address is correct.
- ★ The spam filter of your organization's mail server may be blocking the e-mail. Please contact the network administrator or register a different e-mail address.

If no e-mail has been sent:

- ★ The entered e-mail address has not been registered. Please start the registration procedure again from the membership agreement section.

● *I found an error in the registration information after the completion of the application.*

You will not be able to make any changes to the application after the application has been completed. Please send an e-mail to the Admission Desk/Annual Fee Collection Section <jasas-db@kyoto-info.com>. The secretariat will correct the registration information on your behalf.

- * If the secretariat determines that there is no problem with the application, you will be asked to continue the procedure and make corrections on the "Member My Page" after completing the membership registration.