

USER MANUAL for the Online Application System

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1. Before proceeding to the Online System

- ✓ Smartphones are not available for the online application system.
- ✓ Each section has a “NEXT” button. If you click “NEXT”, entry in that section will be saved automatically. In addition, you can save data at any time by pressing the “Save” button. The saved data can be edited afterward.
- ✓ If you need to change the data you entered in the previous section, you may go back to the previous section by pressing “Back” button. After you change the data, please make sure to press the “NEXT” or “Save” button. By doing this, you can update your data.
- ✓ You will be automatically logged out after 30minutes of inactivity. Please make sure to press the “Save” button before you leave your seat. Also, press the “Save” button if you have not entered any data for more than 30 minutes.
- ✓ You cannot change any data after you pressed the “Complete” button at the end of the final section.
- ✓ Please make sure to prepare all the required documents as uploadable file below before starting.

2. List of documents to be uploaded

Preliminary Eligibility Screening : August 4 – August 18 PM5 (JST)		
Digital ID Photo	Upload	JPEG/JPG
Copy of Passport (Bio page)	Upload	PDF,JPEG/JPG,PNG,GIF
Transcript of Academic Record of the secondary school	Upload or Request your school to upload*	PDF,JPEG/JPG,PNG,GIF
Certificate of Graduation or Form A	Upload or Request your school to upload*	PDF,JPEG/JPG,PNG,GIF

Application: September 1 – September 8 PM5 (JST) only those eligibility confirmed		
Digital ID Photo	Upload	JPEG/JPG
Copy of Passport (Bio page)	Upload	PDF,JPEG/JPG,PNG,GIF
English Proficiency test result TOEFL…“Test Taker Score Report” IELTS…“Test Report Form” Form D…Only those who meets conditions.	Upload	PDF,JPEG/JPG,PNG,GIF
EJU or other exams score report EJU… “Score confirmation Report” ACT…printed page of MY ACT including the ACT ID and Exam Date. Gaokao…the Verification Report of China College Admission Examination Scores is preferable. GCE–A level…Certificate which is authorized by your school or related ministry. International A–Level…Official certificate IB…Official Transcript of your scores. CBSE…Statement of Marks of AISSCE XII with authorization by your school. AP…“Student Score Report” Other exam(must be approved by the admission office in advance)…Official score sheet with verification of related authorities	Upload or Request your school/related organization to upload*	PDF,JPEG/JPG,PNG,GIF
Essay in English (Form B)	Upload	PDF,JPEG/JPG,PNG,GIF
Financial Plan for undergraduate study (Form C)	Upload	PDF,JPEG/JPG,PNG,GIF
Payment slip of application fee ·Bank transfer …evidence of payment issued by bank ·Credit card…“Payment certificate” issued by the EXSS.*	Upload	PDF,JPEG/JPG,PNG,GIF

3. How to request your school to upload the documents

In case you make a request to your school official to send the necessary documents directly to us, you may use this “Request” function.

Upload

Request your institution/supervisor to upload the document

To send a request to your school, please fill out the “Name (of school official)” “Email Address” and “Message” and click the “send”.

The screenshot shows the 'Online Application System' interface. On the left, there's a sidebar with 'Document Upload' selected. The main area shows a modal form titled 'Please enter following information of the person to whom you send a request.' The form has three input fields: 'Name', 'E-mail address', and 'Message (Please specify your request)'. At the bottom of the modal are 'Cancel' and 'Send' buttons. A red arrow points to the 'Request your institution/supervisor to upload the document' button in the sidebar, and another red arrow points to the 'Send' button in the modal.

An e-mail with the URL link to the upload page of the Online Application System will be sent to the e-mail address which you filled in.

✓Please make sure to save your data BEFORE making request as the request process might take some times.

✓Please note that you cannot “complete” the application unless all documents are uploaded, including the one you requested to your school to upload. Therefore, we highly recommend that you make a contact and ask their cooperation to your school office well in advance about your application.

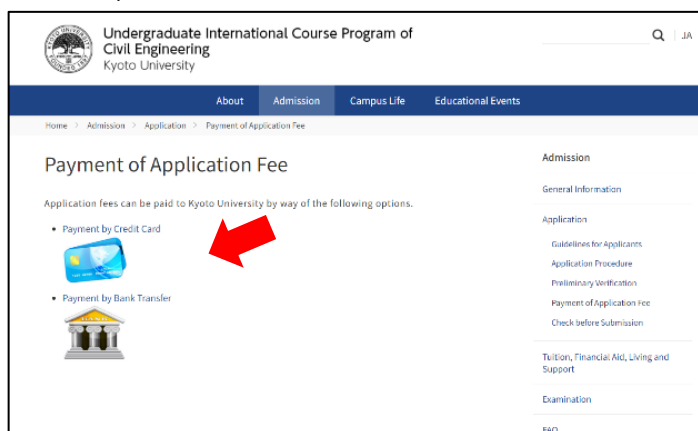
✓If your request e-mail does not reach your school, please ask your school to try the following steps:

- Check the spam folder just in case the e-mail got delivered there.
- Add office@gakusei.kyoto-u.ac.jp to their personal safe sender settings so they can receive the e-mail.
- Try another e-mail address. Hotmail, Gmail, and Yahoo mail have been confirmed to work well to receive e-mails sent from the Online Application System.

4. Payment of Application fee... After receiving the result of Eligibility Screening

To pay the application fee by credit card, you need to access the “Examination Settlement Service(EXSS)”. <https://www3.univ-jp.com/kyoto-u/en/eng1/>

You may access the EXSS from the website of our course too. HP>Admission>Application>

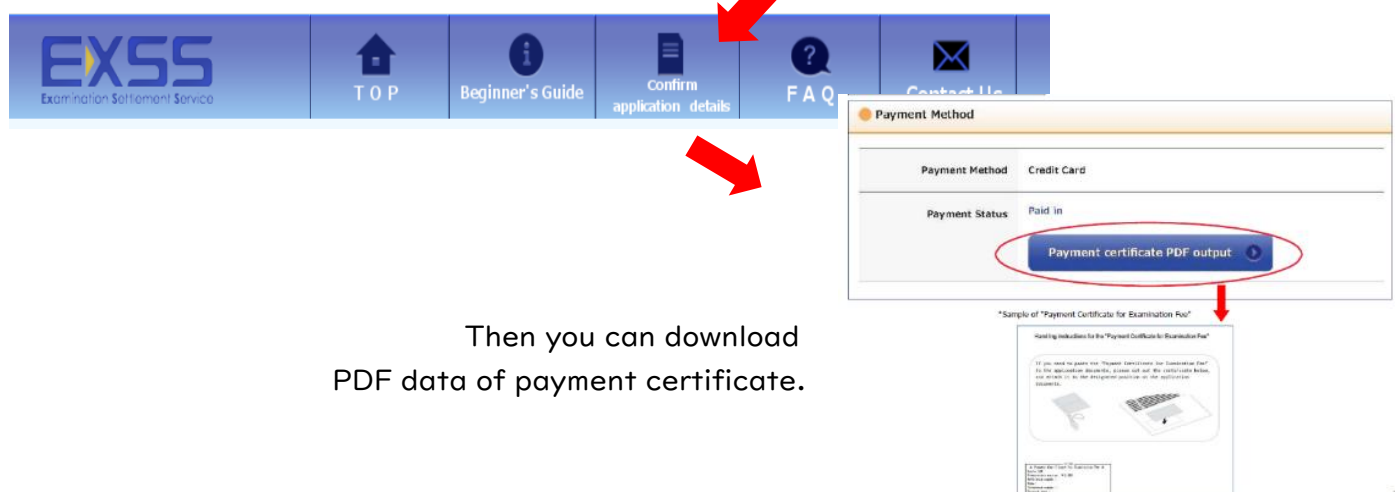


*This service will be available only after the application period start.

[Those who pay the fee through bank transfer]
Please check the Guidelines page-4 carefully again before making remittance.


How to obtain the Payment certificate from EXSS

After completing the payment through the EXSS, click the “Confirm application detail” in the top of TOP page in EXSS site.



Then you can download
PDF data of payment certificate.

5. Create an account

 KYOTO UNIVERSITY
Online Application System

KYOTO UNIVERSITY
京都大学

Application for the 20XX Undergraduate International Course Program of Civil Engineering

Application Period : 202 [REDACTED]

E-mail address

Password

[Create an account](#)
[I forgot password](#)

Create an account

Fill in an email address to receive a registration URL.


E-mail address


E-mail address (Repeat)

The e-mail you provide here will be automatically reflected to the application system. Please fill in the one which you check most frequently.

An email with a link to verify your e-mail address will be sent to the address you entered.

E-mail Verification (Kyoto University)

 Inbox x

 **office@gakusei.kyoto-u.ac.jp**
to me ▼


Please click the link below to verify your e-mail address to create your account.

URL: [https://kjs.gakusei.kyoto-u.ac.jp/ICP20\[REDACTED\]en=uaCTgksN19LKD6xsk7UV](https://kjs.gakusei.kyoto-u.ac.jp/ICP20[REDACTED]en=uaCTgksN19LKD6xsk7UV)

This URL will become invalid after 30 minutes.

Admissions Office of the International Course Program
Educational Affairs Division, Faculty of Engineering, Kyoto University
Phone: +81-75-753-4700
Fax: +81-75-753-4855
[E-mail: icp_ug@t.kyoto-u.ac.jp](mailto:icp_ug@t.kyoto-u.ac.jp)

Click the link in the e-mail





Create an account

Create your account for the Online Application System. Please enter the following information.

Name

Write your name in half-width capital letters with the same spelling as your passport. Within 40 columns. Comma "," is not available.

Date of birth

YYYY-MM-DD

Name and DoB here you fill in will be automatically reflected to the application system.

You should follow the rule "YYYY-MM-DD", 10 digits including hyphen. (e.g. 2001-08-13)

Create your password using 12-32 characters.

- Avoid using information that others might know about you or could easily find out. Examples:
 - Your name
 - Your family member's name
 - Your birthday
- Avoid using words that you can find in a dictionary.
- Combine different types of characters (letters and numbers).
- Don't reuse passwords which are used for other services.

- Don't use passwords which you've used before.

Password

Confirm password

Password (Repeat)

< Back

Next >

Terms of Service and Agreements on Handling of Personal Information

Terms of Service

Purpose

These Terms of Service set forth matters to be agreed by and between any person who makes an application (hereinafter "Applicant") for admission through the use of the Online Application System (hereinafter "Service") and National University Corporation, Kyoto University (hereinafter "University") with respect to the use of the Service.

Applicant for Admission

Under all circumstances, entrance examination takers shall make an application for admission personally.



University's Outsourcing Contractor

The University's outsourcing contractor shall be Media Max Japan Inc. (hereinafter "Outsourcing Contractor").

Outsourcing of Tasks Involved in Entrance Examination

For the purpose of operating the Service System, the University will outsource tasks involved in the operation of the Service System to the Outsourcing Contractor.

If all of the foregoing matters for agreement are agreeable to you, you are hereby requested to click the "Agree" button.

Agree

Disagree



Create an account



Please confirm the information.

Name ∞ ∞ ∞
Date of birth ∞∞∞-∞∞-∞∞
Password ∞∞∞∞∞∞

< Back

Send >

Create an account

Your account has been created.

You can log-in to the online application system with your ID(e-mail address) and Password.

Back to Login

6. After Log-in (HOME)

① Message(s) from admissions office

This function will be available after you completed the online application.

The admissions office will contact you through this message if additional documents are required or if there is anything in your documents that needs to be confirmed. The results will also be communicated here. Please make sure to check this message regularly, especially right after submitting your application and on the notification released dates.

Sent date	Subject
2024/11/08 11:25	[Kyoto U.] About your bank information
2024/10/04 15:00	(Kyoto University) The result of the first screening

② Application

Enter and upload all necessary information and documents in this section.

Be careful to save the data when you are stepping out temporarily.

③ Application Form (PDF)

Once you completed the “Preliminary Eligibility Screening” and “Application”, you can download the Application Form from here. Please keep it for your reference. In this form, please kindly understand the points below.

- Due to the system format, there are some parts written in Japanese.
- “受験番号” is left blank. It will be announced by the admission office on necessary.
- “受付番号” means “Reference Number”. Please use this if you make an inquiry to us.

④ Examination Voucher

Those who pass the first screening will receive the voucher for the interview session here.