

USER MANUAL for the Online Application System

1. Before proceeding to the Online System

- ✓ A personal computer with internet connection is necessary. Smartphones cannot be used for the online application system.
- ✓ Please make sure to prepare all required documents in an uploadable format before starting.
- ✓ Each section has a “NEXT” button. If you click “NEXT”, your entries 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.
- ✓ You will be automatically logged out after 30 minutes 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.
- ✓ If you need to change the data you entered in the previous section, you may go back to the previous section by pressing the “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 cannot change any data after you press the “Complete” button at the end of the final section.

2. Create an account

KYOTO UNIVERSITY
Online Application System

京都大学
KYOTO UNIVERSITY

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](#)

Login

Create an account

Fill in an email address to receive a registration URL.

E-mail address

E-mail address (Repeat)

< Back

Send >

The e-mail address provided here will automatically be reflected in the application system. Please enter the address 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

Click the link in the e-mail

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

URL: <https://kjs.gakusei.kyoto-u.ac.jp/verify/7UY>

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)

Reply

Forward

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.

Date of birth

Name and date of birth you enter here will automatically be reflected in 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
- 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 OO OO
Date of birth OOOO-OO-OO
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

3. After Log-in (HOME)

① Message(s) from admissions office

This function will be available after you complete 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 official result announcement dates.

② Application

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

Please read the instruction on the following pages carefully regarding application contents. Please remember to save your data if you need to step away.

③ Application Form (PDF)

Once you have completed the “Preliminary Eligibility Screening” and “Application”, you can download the Application Form from here. Please keep it for your reference.

(At the Application stage, this function will not appear until your application fee payment is confirmed.) In this form, please note the following points regarding this form:

- 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 if 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.

4. Application contents

Application



Eligibility Screening

- Requirements
- Personal Information
- Background
- Document Upload*
→ see next page
- Declaration
- Confirmation
- Completion
- ▼ Save the PDF file for your record

Materials to Upload

- Photo
- Passport

- Transcripts
- Form A/Diploma

Application

- Requirements
- Personal Information
- Background
- Language Proficiency
- Score Report
- Essay
- Financial Plan and Scholarship
- Declaration
- Confirmation
- Application Fee*
→ see next page
- Application Fee Confirmation
- Completion
- Make a Payment of the Application Fee
- ▼ Save the PDF file for your record

- Payment Certificate
(only bank transfer user)

- English scores /Form D

- Scores of Standardized Test

- Essay (Form B)

- Bank Information for the refund

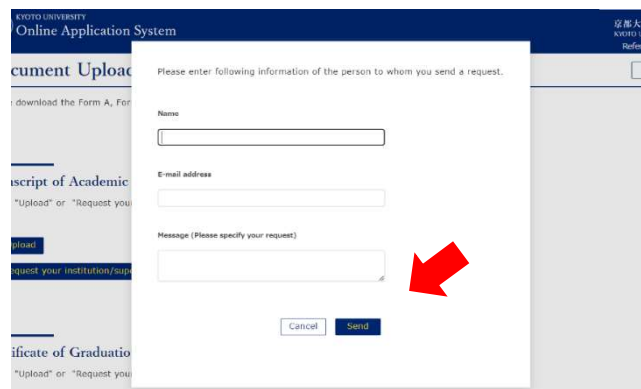
● Online Payment System users only

5. Document Upload: 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’ fields, then click ‘send’. 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 a request, as the process may take some time.

✓Please note that you cannot “complete” the application unless all documents are uploaded, including those you requested from your school. Therefore, we highly recommend contacting your school office well in advance to request their cooperation.

✓If your school does not receive the request email, please ask them to try the following steps:

- Check the spam folder in case the e-mail was 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.

6. Payment of the Application Fee

(To be completed after receiving the results of the Eligibility Screening)

 Important: You do not need to pay the application fee when applying for the Preliminary Eligibility Screening. To bypass the application fee payment page at that stage, please be sure to follow the onscreen instructions in the system.

Once your eligibility is confirmed and you proceed with the formal application (September 4–11), you can choose one of the following two payment methods:

Option 1: Credit Card, Pay-Easy, or Convenience Store Payment

This option can be processed directly within the Online Application System.

After entering your required information (such as test scores), the application fee payment page will automatically appear. Please follow the instructions provided on that screen to complete your payment.

Option 2: Bank Transfer (from banks within Japan or overseas)

Once you receive your successful eligibility screening results, please make the bank transfer and ensure you keep the receipt slip.

You will be required to upload a copy of this receipt slip directly onto the Online Application System.

The specific bank details for the remittance can be found on Page 4 of the Application Guidelines.