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 below before entering data for the online application.

2. List of documents to be uploaded

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"	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 　GCE-A level…Certificate which is authorized by your school or related ministry. 　IB…Transcript of your scores 　CBSE…Statement of Marks of AISSCE ⅫI with authorization by your school. 　AP…"Student Score Report"	Upload　or Request your school to 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
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 your school issues and provides the documents such as transcript, graduation certificates only for the admission office directly, you may request them to upload it on our online system.

To send a request to your school, please enter information on a box and press "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 entered.

Please make sure to <u>save your data BEFORE making request</u> as the request process might take some times.

Make sure all of the documents which you requested have been uploaded to the Online Application System before you complete the application.

If your request e-mail does not reach your school, please ask your school to try the following steps:
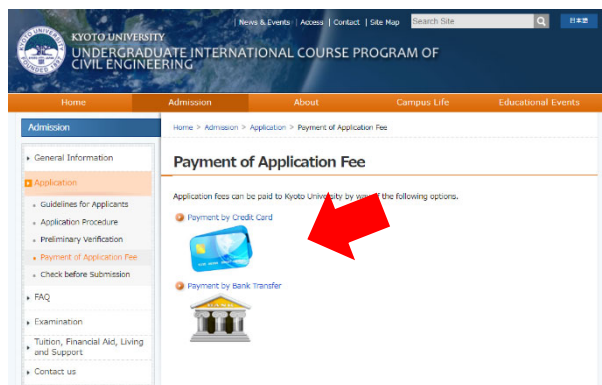Check the spam folder just in case the e-mail got delivered there.
Add office@gakusei.kyoto-u.ac.jp to their personal safe sender settings so they can receive the e-mail.
Try another e-mail address. Hotmail, Gmail, and Yahoo mail have been confirmed to work well to receive emails sent from the Online Application System.

4. Payment of Application fee

To pay the application fee by credit card, you need to access the "Examination Settlement Service(EXSS)". There are two ways to access it.

One is from the website of our course.

The other is from the Online Application System.

Both of them lead to the same EXSS.
Those who would like the payment certificate to be prepared as uploadable form before proceeding to Online Application System →Access EXSS from the website.
Those who would like to complete the application all at once →Proceed to the Online Application System and make a payment through there.

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.
"Confirm the Application Content"
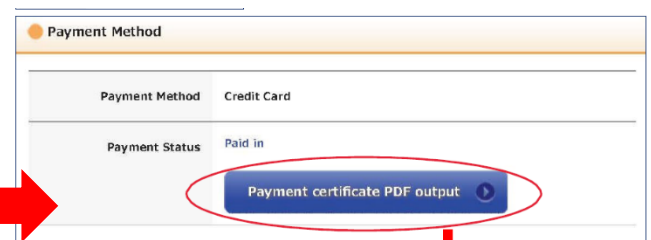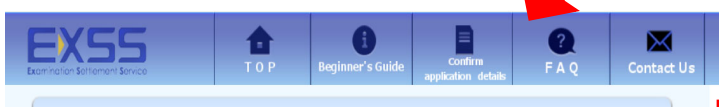
*There is no need to cut or paste this certificate. Please upload this document as it is.

5.Create an account

KYOTO UNIVERSITY
Online Application System   京都大学
                                                                   KYOTO UNIVERSITY

Application for the 2024 Undergraduate International Course Program of Civil Engineering

Application Period : 2023.06.19 - 2023.06.21

E-mail address	
Password	

Create an account
I forgot password

Login

Create an account

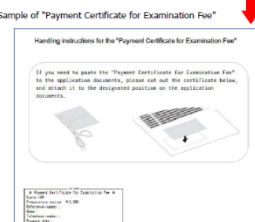**Fill in an email address to receive a registration URL.**

E-mail address

E-mail address (Repeat)

< Back   Send >

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

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

E-mail Verification (Kyoto University) ▶ Inbox ×

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/ICP2024~~~~~~~~~~~~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

↩ Reply   ↪ Forward

> 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.

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

Date of birth [YYYY-MM-DD]

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 kindly 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

Application for the 2024 Undergraduate International Course Program of Civil Engineering Home

① **Message(s) from admissions office**

② **Application** — Not Completed

③ **Examination Voucher**

④ **Announcement of the First Screening Results**

⑤ **Announcement of the Final Screening Results**

③－⑤ will be displayed on this page when needed.
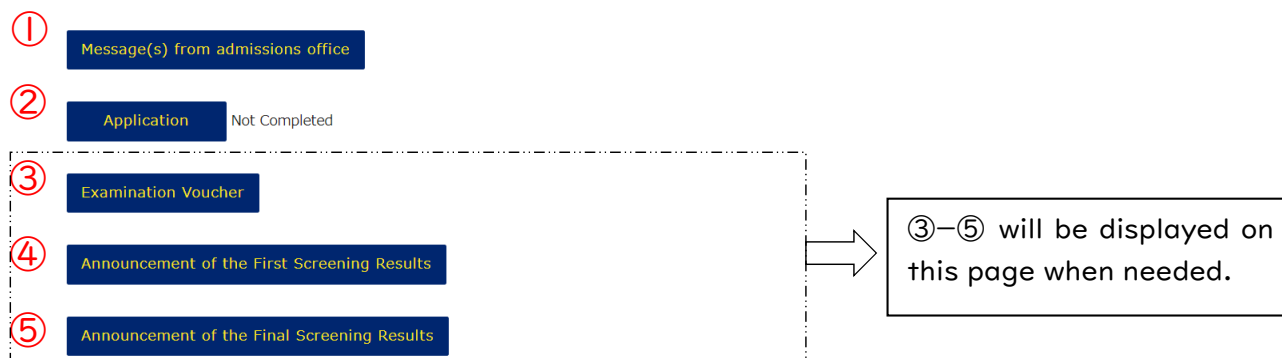
① Message(s) from admissions office

You can read and reply messages from the ICP admissions office.
This function will be available after you completed the online application.

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 Examination Voucher

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

④⑤Announcement of the First/Final Screening Results

Announcement and some notice about necessary procedures will be posted here.

7. Requirements

KYOTO UNIVERSITY
Online Application System

京都大学
KYOTO UNIVERSITY
Reference No.

Requirements

You will be automatically logged out after 30 minutes of inactivity.
Please be sure to enter all items marked with "*".

Requirements

[Top]

Please download the manual from the following URL
https://www.s-ge.t.kyoto-u.ac.jp/int/en

Requirements1 *

☐ I do not have Japanese citizenship.

Requirements2 *

Please read "III Eligibility Requirements for Applicants" in the application guidelines and choose which requirement you meet.

○ Have completed or be expected to complete at least 12 years of primary to secondary education, or less than 12 years of formal education that is recognized as equivalent by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT)*1, in a country other than Japan by March 31, 2023.

○ Have completed or be expected to complete at least 12 years of primary to secondary education by March 31, 2023 in an educational institution located in Japan which is based on a foreign countrys education system and is recognized by MEXT or has received certification from the Western Association of Schools and Colleges (WASC), Association of Christian Schools International (ACSI) or the Council of International Schools (CIS).

○ Be in possession of an International Baccalaureate, the German Abitur, Baccalaureate, or General Certificate of Education Advanced Level (GCE A-Level) attained at a secondary educational institution abroad.

○ Be in possession of an educational background that is equivalent to a) above. [This must undergo preliminary verification before the admission process begins.]

Only those whose eligibility confirmed through the Preliminary Verification can choose this.

8.　Personal Information

KYOTO UNIVERSITY
Online Application System

京都大学
KYOTO UNIVERSITY
Reference No.

Personal Information

You will be automatically logged out after 30 minutes of inactivity.
Please be sure to enter all items marked with "*".

Personal Information

[Top]

Personal information

Name ***

Family name / First name / Middle 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

Gender ***

○ Male　○ Female

Nationality(ies) ***

[Add]

Digital ID photo ***

[Upload]　Acceptable file format: JPEG/JPG

taken within the last six months with no hat or head covering unless there is a religious or medical reason

Passport Copy ***

[Upload]　Acceptable file format: JPEG/JPG,PNG,GIF,PDF

Contact information

This E-mail address is essential for communications dealing with the admission process. If the Admissions Office has difficulty contacting you, you may be placed at a disadvantage.

Current Address

Country ***

Postal code ***

Address ***

Phone number ***

CountryCode

FAX number

CountryCode

E-mail address

preview

Your address before departure for Japan

Same as the Current address

Country ***

Postal code ***

Address ***

Phone number ***

CountryCode

FAX number

CountryCode

E-mail address ***

Person to be notified in applicants' home country in case of emergency *

Please fill in the following information.
Name,Relationship,Address,Phone Number(Home),Phone Number(Mobile),FAX Number,E-mail Address

e.g. John Doe, Father, 06X XXXX,email@abc.com

Current Academic Status *

e.g. 3rd year of high school/
1st year of university …

○ High School
○ University
○ Graduate School
○ Others including language school
○ None

e.g. attending Japanese language school
in your country or in Japan…

e.g. graduated from High School and preparing for
next steps/ working at a company in your country…

Current Academic Status (Name of current school) *

Information about your current
school will be required.

Current Academic Status (location of current school city / country) *

e.g.   Bangkok/Thailand

Family or relatives in Japan *

If you have family or relatives in Japan, fill in the following information.

○ Yes
○ No

Family or relatives in Japan (Name) *

Family or relatives in Japan (Relationship) *

If you choose "Yes" for question
above, information about your
relatives in Japan will be required.

Family or relatives in Japan (Address) *

9. Background

KYOTO UNIVERSITY
Online Application System

京都大学
KYOTO UNIVERSITY
Reference No.

Background

You will be automatically logged out after 30 minutes of inactivity.
Please be sure to enter all items marked with "*".

Background

Top

Elementary education

Name of Institution *

> Please specify the country where the school is located. e.g. Kyoto elementary School, Japan

Period *

From: YYYY-MM
To: YYYY-MM
Period

Minimum Period Required for Graduation/Completion *

_____ year(s)

> A period of time determined by the government of your country. For example, elementary school in Japan is 6 years.
> In case you attended schools more than one, please fill out the "0"zero for the first(and second) school and the required period in the column for the school from which you graduated.

Add

> Click here if you studied at two or more schools.

Secondary education（Middle School）

Name of Institution *

Period *

From: YYYY-MM
To: YYYY-MM
Period

Minimum Period Required for Graduation/Completion *

_____ year(s)

Add

Secondary education（High School）

Name of Institution *

Country *

Period *

From: YYYY-MM
To: YYYY-MM
Period

Minimum Period Required for Graduation/Completion *

_____ year(s)

Add

Remarks

Use here to note information that you would like us to know.
e.g. It took one extra year for graduating high school because I studied abroad one year.

Undergraduate education (If any)

Add

If you are currently attending university/college, click "Add" and enter the detailed information below.

Name of Institution *

Department *

Period *

From	To	Period
YYYY-MM-DD	YYYY-MM-DD	

If you are currenlly enrolled in the university/college, the expected graduation date must be entered in the column "to".

Status *

Choose " expected to graduate" even if you are planning to withdraw once you pass our admission.

Minimum Period Required for Graduation/Completion *   year(s)

Remarks

Total number of years of education

Total number of years of Minimum Period Required for Graduation/Completion

It does not matter if this total number does not sum up 12 years due to not including the vacation month.
e.g.
Primary   2009,09-2015,07
Middle   2015,07-2018,07
Secondary   2018,09-2021,06
Total   11years 8 month

Employment record (If any)

Add

Language Background *

Indicate languages known and in which language the applicant is most proficient in.(Name of Language,Level of Proficiency)

☐ English (mother tongue)

☐ English (fluent)

☐ Japanese (mother tongue)

☐ Japanese (fluent)

☐ Japanese (Intermediate)

☐ Japanese (Elementary)

☐ Other

Specify language and level if you choose "other".

e.g. Indonesian/ mother tongue

10. Language Proficiency

Instruction | Logout

KYOTO UNIVERSITY
Online Application System

京都大学
KYOTO UNIVERSITY
Reference No.

Language Proficiency

You will be automatically logged out after 30 minutes of inactivity.
Please be sure to enter all items marked with "*".

Language Proficiency

[Top]

Language proficiency

Chose TOEFL (iBT) or IELTS (Academic Module)

> Choose one of the tests and fill in information then upload the document of each test below.
> TOEFL ··· Test Taker Score Report
> IELTS··· Test Report Form

test scores

☑ TOEFL (iBT)

Examination date *
[YYYY-MM-DD]

Test score *
[   ]

The result of tests taken before 2021-08 are not acceptable.

[Upload]   Acceptable file format: JPEG/JPG,PNG,GIF,PDF

☑ IELTS (Academic Module)

Examination date *
[YYYY-MM-DD]

Test score *
[   ]

The result of tests taken before 2021-08 are not acceptable.

[Upload]   Acceptable file format: JPEG/JPG,PNG,GIF,PDF

IELTS (Academic Module) TRF number

[   ]

> ***For TOEFL taker***
> Applicants must request the test center to send the official score report to Kyoto university.
> Kyoto University's TOEFL institution code is 9501.
> The Test Taker Score Report which you upload here is used for searching your official score through online.
>
> ***For IELTS taker***
> TRF number (Test Report Form number) is the 15-18 digits number mentioned in the bottom right-hand corner of the Test Report Form.
> To avoid ambiguity due to the quality of photocopy, please fill in the TRF number separately here.

11. Score report for national standard test for university admission

KYOTO UNIVERSITY
Online Application System

京都大学
KYOTO UNIVERSITY
Reference No.

Score Report for National Standard Test for University Admission

You will be automatically logged out after 30 minutes of inactivity.
Please be sure to enter all items marked with "*".

Score Report for National Standard Test for University Admission

Top

Submission of Examination Score (EJU or National Standard Test)

Choose EJU or National Standard Test *

○ EJU

○ National Standard Test (Write the name of the test below.)

EJU Examination Site

Information about EJU will be required.

Examination Date

YYYY-MM-DD

EJU Examination Language

☐ English

☐ Japanese

Examination Registration Number

Fill out the " * " as it is.
e.g.   00*0000*000000

EJU Score (Chemistry)

If you are selected as a Reservation Holder of scholarship by EJU, please check here.

Honors Scholarship for EJU takers

☐ I have been selected as an awardee by JASSO for 2023 university admission.

Choose EJU or National Standard Test *

○ EJU

○ National Standard Test (Write the name of the test below.) ──────────────────────┐

[   ]

Examination Date

[YYYY-MM-DD]

┌─────────────────────────┐
│ Information   of   │
│ the tests other   │
│ than EJU   │
└─────────────────────────┘

Examination Language

[   ]

Examination Subjects

☐ Mathematics for the Science Courses

☐ Physics

☐ Chemistry

☐ General Science including Physics & Chemistry

┌──────────────────────────┐
│ For Gaokao taker only   │
└──────────────────────────┘

(Name of city or province):*GaoKao: Chinese National Higher Education Entrance Examination

[   ]

Copy of Score Report for EJU or the National Standard Test for University Admission *

Select "Upload" or "Request your institution/supervisor to upload the document".

[Upload]

[Request your institution/supervisor to upload the document]

12. Document Upload

KYOTO UNIVERSITY
Online Application System

京都大学
KYOTO UNIVERSITY
Reference No.

Document Upload

You will be automatically logged out after 30 minutes of inactivity.
Please be sure to enter all items marked with "*".

Document Upload

Top

Please download the Form A, Form B and Form C from **here**

Transcript of Academic Record *

Select "Upload" or "Request your institution/supervisor to upload the document"

Upload

Request your institution/supervisor to upload the document

Your school's own format is also acceptable as long as it contains the same information as ours.

Certificate of Graduation (Form A) *

Select "Upload" or "Request your institution/supervisor to upload the document"

Upload

Request your institution/supervisor to upload the document

Essay in English (Personal Statement)(Form B) *

Upload

Typing is preferable but hand writing is not prohibited for essay. Your signature at the bottom of paper must be hand-writing.

Financial Plan for undergraduate study (Form C) *

Upload

13.Declaration

Instruction | Logout

KYOTO UNIVERSITY
Online Application System

京都大学
KYOTO UNIVERSITY
Reference No.

Declaration

You will be automatically logged out after 30 minutes of inactivity.
Please be sure to enter all items marked with "*".

Declaration

Top

Online Statement *

☐ I certify that all of the statements and information I have provided in this application form are truthful and accurate. I understand Kyoto University may discontinue processing my application or retroactively cancel my admission as well as any scholarships if reasonable grounds for any false information are found. I also understand that International Affairs Office will not review my application if all the necessary materials are not made available by the application due date.

14. Application Fee

KYOTO UNIVERSITY
Online Application System

京都大学
KYOTO UNIVERSITY
Reference No.

Application Fee

You will be automatically logged out after 30 minutes of inactivity.
Please be sure to enter all items marked with "*".

> Please read page 5, "the Guidelines for Applicants in 2024" carefully.

Application Fee

Top

> Click one of them and the related instruction will be displayed.

○ Credit card
○ Bank transfer

Credit card

Please upload the evidence of payment.

Please follow the instructions below to make the payment through credit card:

1)Access the website below and follow the instructions for payment.(application fee (17,000 yen))
https://www3.univ-jp.com/kyoto-u/en/eng1/
2)Please upload the evidence of payment on this page.

The examination fee is not refundable under any circumstances.

> Please refer to number 4 of this User Manual " **How to obtain the Payment certificate from EXSS"**

Hide details

Upload   Acceptable file format: JPEG/JPG,PNG,GIF,PDF

Bank transfer

Please upload the evidence of payment.

> Please make sure the payment certificate document issued by the bank in your country to be of readable quality when you make a copy and scan it.

See details

Upload   Acceptable file format: JPEG/JPG,PNG,GIF,PDF

15. Completion

KYOTO UNIVERSITY
Online Application System

京都大学
KYOTO UNIVERSITY
Reference No.

Completion

You will be automatically logged out after 30 minutes of inactivity.
Please be sure to enter all items marked with "*".

Completion

Top

Your online application will be completed once you press the "complete" button below. A confirmation e-mail will be sent automatically to your e-mail address. In principle, you cannot change the contents of your application after completion.

You can log into your account page by using your e-mail address and password. Official announcements and inquiries about your application details from the admissions office will be sent to your message box on your account page. If you receive a new message in your message box, a notification e-mail will be sent to your e-mail address. You can also see your application details on your account page.

Back   Complete