

User Manual for the Kyoto iUP Online Application System

1. Equipment needed for the online application
2. Before you begin entry of data for the online application
3. List of information and files you need to prepare
4. Create an account
5. Background
6. Enter information (and upload) of the Results of Standardized Tests

<Examples>

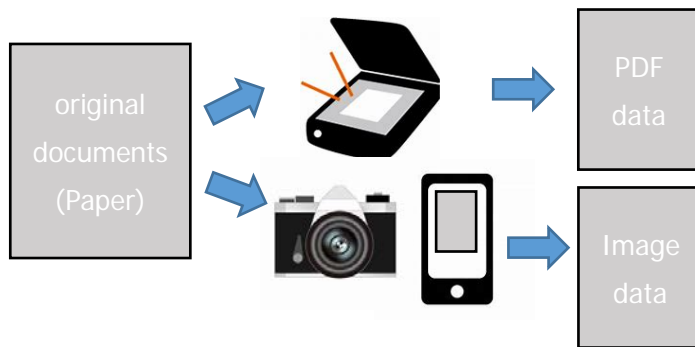
- In case of SAT
- In case of ACT
- In case of GCE-A Level
- In case of International Baccalaureate (IBDP)

1. Equipment needed for the online application

(1) A personal computer which is connected to the internet

The online application cannot be made using a smartphone.

(2) A scanner, which can make digital copies of written or printed documents such as school transcripts, certificate of graduation, test results, etc. If you cannot use a scanner, a picture taken with a digital camera (or smartphone camera) is also acceptable. Image resolution should be good enough so that all letters can be read.



2. Before you begin entry of data for the online application

- We recommend that you prepare all the required documents and information before you begin to enter data for the online application.
- It takes approximately 2 to 3 hours to complete all sessions. You do not need to complete all sessions at one time.
- Each session has a "Next" button. If you press "Next", the information entered for that session will be saved automatically. In addition, you can save data at any time by pressing the "Save" button. The saved data can be changed afterward.
- You can log out at any time. When you log in again, you can continue data entry with the saved data.
- You can go back to the previous session if you press the "Back" button. If you want to change the data you entered in the previous session, please go back to the session and change the data, and then press "Next" or "Save". Doing this will replace the previously entered data with the new data.
- Please note that 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 press the "Completion" button at the end of the final session, in principle, you cannot change any data later. Please make sure that all information is correct before pressing the "Completion" button.
- The required information and documents for the online application are shown below.

3. List of information and files you need to prepare

(Supported file formats)

①	Selection of faculty and division (up to three choices)	Information	
②	Digital ID photo	File upload	JPEG/JPG
③	Copy of Passport	File upload	JPEG/JPG, PNG, GIF, PDF
④	Contact information and emergency contact information	Information	
⑤	School transcripts	File upload or send by post	JPEG/JPG, PNG, GIF, PDF
⑥	Certificate of graduation/ Expected graduation (Form A)	File upload or send by post	JPEG/JPG, PNG, GIF, PDF
⑦	Primary/Secondary and Higher Education <ul style="list-style-type: none"> • School Name • Phone No • Country/region • Address • Website URL • Enrollment period 	Information	
⑧	English proficiency test scores (or Form C) <ul style="list-style-type: none"> • Examination place • Score • Examination date 	Information	
		File upload Sent by test institution	JPEG/JPG, PNG, GIF, PDF
⑨	JLPT score sheet (if applicable) <ul style="list-style-type: none"> • Examination place • Level • Examination date 	Information	
		File upload or send by post	JPEG/JPG, PNG, GIF, PDF
⑩	Standardized Tests Score Sheet <ul style="list-style-type: none"> • Name of Test • Test date • Subject/Level/Composite/Average • Organization • Score/Grade 	Information	
		File upload Sent by test institution	JPEG/JPG, PNG, GIF, PDF
⑪	Extracurricular activities (if applicable) <ul style="list-style-type: none"> • Name of the activities • Supervisor's name and contact information • Period 	File upload	JPEG/JPG, PNG, GIF, PDF
⑫	Evaluator <ul style="list-style-type: none"> • Name and position at the school • School/Institution name • Evaluator's work phone number • Evaluator's work e-mail 	Information	
⑬	Essay (FormD, format: docx/doc)	File upload	doc/docx
⑭	Admission Fee: the evidence of payment	File upload	JPEG/JPG, PNG, GIF, PDF

4. Create an account

The screenshot shows the login page for the Online Application System for Kyoto iUP. At the top, there are logos for CUP, Kyoto University, and the International Undergraduate Program. The page title is "Online Application System for Kyoto iUP (October 2019 enrollment)". Below the title, the application period is listed as "2018.11.15 - 2018.12.28". There are input fields for "E-mail address" and "Password". A link for "I forgot password" is visible. A red circle highlights the "Create an account" link. A "Login" button is located below the input fields. A copyright notice is at the bottom: "Copyright © Kyoto University International Undergraduate Program. All Rights Reserved."

Click on "Create an account"

The screenshot shows the "Create an account" page. It includes a note: "If you press 'next', an e-mail containing a link to verify your e-mail address will be sent to the address you entered." There are two input fields for "E-mail address" and "E-mail address(Repeat)". A red circle highlights these two input fields. Below the input fields are "Back" and "Next" buttons.

Enter your email address

The screenshot shows an email verification message from Kyoto University. The sender is "office@iup.kyoto-u.ac.jp" with a timestamp of "木 2018/10/18, 5:36" and "自分" (Myself). The message text says: "Please click the link below to verify your e-mail address to create your account." A red circle highlights the URL: "http://kuiup-dev.mmj.ne.jp/ikeitest/user/activate.5vW4XMTP8CpsSAp-Z2Ei". Below the URL, it says "This URL will become invalid after 30 minutes."

You will receive an email to verify your email address. Click the URL stated on the

Create an account

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

Name of applicant

Date of birth

Make your password with 8-32 characters.
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus dolor elit, dapibus at maximus id, tempus quis orci. Quisque aliquam, lorem et vulputate elementum, massa risus dictum urna, at elementum dueros sed tellus.

- Avoid using information that others might know about you or could easily find out. Examples:
 - Your name
 - Your family members 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](#) [Clear](#) [Next >](#)

Enter your name and date of birth, and password.
You can log-in to the online application system with your ID (email) and password.



Create an account

Please confirm the information.

Name of applicant

Date of birth

E-mail address

Password

[< Back](#) [Send](#)



Create an account

Your Kyoto IUP account has been created.

[Back to Login](#)

5. Background

Background

Educational Background

Current academic status

Institution name

Phone number

Address

URL

(Expected) Graduation date

Enter information of the school/college you are currently attending. If you are currently not attending any school/college, leave it blank.

Transcripts and certificate of graduation

Please upload your transcripts and certificate of graduation/expected graduation from the most recent secondary school (high school) you attended. Or, if you or your school will send these document(s) directly to the Admissions Office by registered mail, please check "send by post."

School transcripts * Acceptable file format: JPEG, JPG, PNG, GIF, PDF
 send by post

Certificate of graduation/ Expected graduation * Acceptable file format: JPEG, JPG, PNG, GIF, PDF
 send by post

Primary/Secondary and Higher Education

Schools attended in reverse chronological order, starting with your current/most recent school (extending back to primary school). Please state your expected graduation date in the column "To" if applicable. *For secondary education institutions, all items are mandatory. For primary education institutions, only "Name of school" and "Country/region" are mandatory.

Primary/Secondary education 1

Primary/Secondary education * Primary education Secondary education

Name of school

Address

Phone number

URL

Country/region

The "Period" is automatically calculated, and it should accord with the total period for which you are/were enrolled in the school. For example, if you enrolled in September 2015 and graduated in May 2018, enter "August 2018" in the column "To" so that the "Period" is calculated as "3 years."

Period From To

Enter information of your educational history starting with most currently attended "Secondary/High School". If you are currently attending University/College, information of the University/College must enter on the "Higher education" section below.

Example:

Info1: High school



Info2: Junior high school



Info3: Elementary school

Primary/Secondary education 2

Primary/Secondary education * Primary education Secondary education

Name of school

Address

Phone number

URL

Country/region

Japan

The "Period" is automatically calculated, and it should accord with the total period for which you are/were enrolled in the school. (For example, if you enrolled in the school in September 2015 and graduated in May 2018, enter "August 2018" in the column "To" so that the "Period" is calculated as "3 years.")

Period

From

2013-04

To

2016-03

3 year(s)

Primary/Secondary education 3 (if applicable)

Primary/Secondary education

Primary education Secondary education

Name of school

iUP elementary school

Address

Phone number

CountryCode

URL

Country/region

Japan

The "Period" is automatically calculated, and it should accord with the total period for which you are/were enrolled in the school. (For example, if you enrolled in the school in September 2015 and graduated in May 2018, enter "August 2018" in the column "To" so that the "Period" is calculated as "3 years.")

Period

From

2007-04

To

2013-03

6 year(s)

Add

Total number of years of primary and secondary education

12 year(s)

Higher Education (if applicable)

Student type

Name of school

Address

Phone number

CountryCode

URL

Country/region

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

Period

From


YYYY-MM

To

YYYY-MM


Add

6. Enter information (and upload) of the Results of Standardized Tests



INTERNATIONAL Undergraduate Program

Instruction | Logout



Standardized Tests

Results of standardized tests

Enter the information on your standardized test results in the column below. Use one line per subject when entering information. If total/composite or average scores are available, use one line for each. (See user's manual for details).
If you are not in a position to submit a score for a test at this time, enter the name(s) of the test(s) and expected test date(s). You can enter N/A in the other columns.

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade	
EJU	JASSO	2018-06	Science-Pn	90	
EJU	JASSO	2018-06	Science-Ln	90	Delete
EJU	JASSO	2018-06	Math2	190	Delete
EJU	JASSO	2018-06	Japanese-L	110	Delete
EJU	JASSO	2018-06	Japanese-L	110	Delete
EJU	JASSO	2018-06	Japanese-R	110	Delete
<input type="button" value="Add"/>					

test score sheet *

- upload the score sheet
- have sent directly from the institution
- cannot submit any score

Enter the information on your standardized test results. Use one line per subject.

Press "add" button to add lines if necessary.

Choose one of the option how to submit the score report sheet.

<Examples>

□ In case of SAT

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade	
SAT(Reasoning)	The college board	2018-10	Total Score	1510	
SAT(Reasoning)	The college board	2018-10	Reading and writing	730	Delete
SAT(Reasoning)	The college board	2018-10	Math	780	Delete
SAT(Subjects)	The college board	2018-11	Chemistry	780	Delete
SAT(Subjects)	The college board	2018-11	Physics	800	Delete
SAT(Subjects)	The college board	2018-11	Mathematics Level 2	780	Delete
<input type="button" value="Add"/>					

☐ In case of ACT

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade	
ACT	ACT	2018-10	Composite	34	
ACT	ACT	2018-10	Math	35	Delete
ACT	ACT	2018-10	Science	33	Delete
ACT	ACT	2018-10	Stem	34	Delete
ACT	ACT	2018-10	English	35	Delete
ACT	ACT	2018-10	Reading	34	Delete
					Add

☐ In case of GCE-A Level

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade	
GCE A-level	Cambridge	2018-06	Chemistry	A*	
GCE A-level	Cambridge	2018-06	Mathematics	A	Delete
GCE A-level	Cambridge	2018-06	Physics	A	Delete
					Add

☐ In case of International Baccalaureate (IBDP)

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade	
IB	International Baccalaureat	2019-05	Chemistry HL	7	
IB	International Baccalaureat	2019-05	Mathematics HL	6	Delete
IB	International Baccalaureat	2019-05	Physics HL	6	Delete
IB	International Baccalaureat	2019-05	Biology SL	7	Delete
IB	International Baccalaureat	2019-05	Information technology SL	6	Delete
IB	International Baccalaureat	2019-05	Language ab initio SL	7	Delete
IB	International Baccalaureat	2019-05	Core elements	3	Delete
IB	International Baccalaureat	2019-05	Total	42	Delete
					Add