

# User Manual for the Kyoto iUP Online Application System

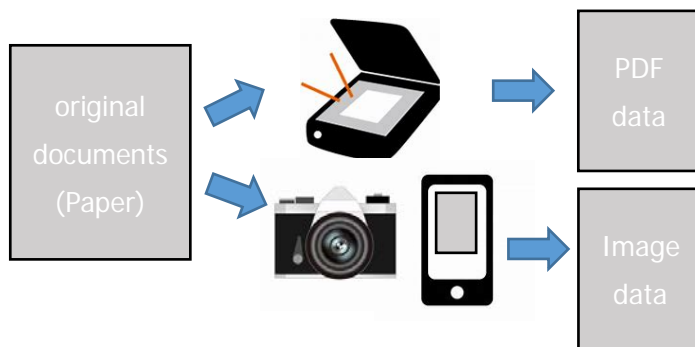
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## 1. Equipment needed for the online application

(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 “Complete” 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 “Complete” button.
- The required information and documents for the online application are shown below.

## 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 | Personal information  | Information  |                         |
| ⑤ | School transcripts  | File upload or<br>Request your school to upload          | JPEG/JPG, PNG, GIF, PDF |
| ⑥ | Certificate of graduation/ Expected graduation (Form A)   | File upload or<br>Request your school to upload          | JPEG/JPG, PNG, GIF, PDF |
| ⑦ | Primary/Secondary and Higher Education <ul style="list-style-type: none"> <li>• School Name                      • Address</li> <li>• Phone No                            • Website URL</li> <li>• Country/Region                  • Enrollment period</li> </ul> | Information  |                         |
| ⑧ | English proficiency test scores or<br>English Proficiency Evaluation Form (Form C) <ul style="list-style-type: none"> <li>• Examination place              • Examination date</li> <li>• Score</li> </ul>   | Information  |                         |
|   |   | File upload or<br>(Form C) Request your school to upload | JPEG/JPG, PNG, GIF, PDF |
| ⑨ | JLPT test score (if applicable) <ul style="list-style-type: none"> <li>• Examination place              • Examination date</li> <li>• Level</li> </ul>  | Information  |                         |
|   |   | File upload  | JPEG/JPG, PNG, GIF, PDF |
| ⑩ | Standardized tests scores <ul style="list-style-type: none"> <li>• Name of Test                      • Organization</li> <li>• Test date                            • Score/Grade</li> <li>• Subject/Level/Composite/Average</li> </ul>                           | Information  |                         |
|   |   | File upload or<br>Request your school to upload          | JPEG/JPG, PNG, GIF, PDF |
| ⑪ | Extracurricular activities (if applicable) <ul style="list-style-type: none"> <li>• Name of the activities          • Period</li> <li>• Supervisor's name and contact information</li> </ul>  | Information  |                         |
|   |   | File upload  | JPEG/JPG, PNG, GIF, PDF |
| ⑫ | Evaluation (Form B) <ul style="list-style-type: none"> <li>• Evaluator's name</li> <li>• Evaluator's e-mail</li> </ul>  | Request your school to upload                            |                         |
| ⑬ | Essay (Form D)  | File upload  | DOC/DOCX                |
| ⑭ | Admission fee payment certificate   | File upload  | JPEG/JPG, PNG, GIF, PDF |

### 3. Create an account

The screenshot shows the 'Online Application System for Kyoto iUP' login page. At the top, there are logos for 'iup' and 'KYOTO UNIVERSITY International Undergraduate Program'. Below the header, the application period is listed as '2018.11.15 - 2018.12.28'. There are input fields for 'E-mail address' and 'Password', a 'Login' button, and a link for 'Create an account' which is circled in red. A blue line points from the 'Create an account' link to the instruction 'Click on "Create an account"'. A red arrow points downwards from this page to the next one.

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)', both of which are circled in red. Below the fields are 'Back' and 'Next' buttons. A blue line points from the email input fields to the instruction 'Enter your email address'. A red arrow points downwards from this page to the next one.

Enter your email address

The screenshot shows an email verification message from 'office@iup.kyoto-u.ac.jp'. The message text says: 'Please click the link below to verify your e-mail address to create your account.' Below this, a URL is provided: 'URL: <http://kuiup-dev.r...>'. The URL is circled in red. Below the URL, it says 'This URL will become invalid after 30 minutes.' A blue line points from the circled URL to the instruction 'Click the URL stated on the email.' A red arrow points downwards from this page to the next one.

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

### Create an account

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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 dui eros 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

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Please confirm the information.

Name of applicant

Date of birth

E-mail address

Password

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



### Create an account

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Your Kyoto IUP account has been created.

[Back to Login](#)

## 4. Home

Message(s) from admissions office

Not Completed Application

Not Completed Document Upload

Please enter all the necessary information in the "Application" section, and upload all the required documents in the "Document Upload" section. After completing two sections, please press the "complete" button to complete your application procedure.

Complete

Contact : kyoto\_iup@mail2.adm.kyoto-u.ac.jp

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**Message from admissions office** --- You can read and reply message(s) from admissions office. This function will be available after application is closed (Dec. 10<sup>th</sup>).

**Application** ----- Enter all necessary information on this section. Some documents such as JLPT score sheet, and additional information (if applicable) can be uploaded on this section.

**Document upload**----- All necessary documents must be uploaded on this section.

**Complete** ----- The (complete) button will appear when you complete both "Application" and "Document upload" sections. Your online application will be completed by pressing this button.

# 5. Application - Background

## Background

### High School Information

Name of High School (upper secondary school) from which you will graduate/graduated \*

Country \*

(Expected) Graduation date \*

Enter information of the high school you are currently attending or most currently attended.

### Educational History

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* | Period From <input type="text" value="YYYY-MM"/> | Period To <input type="text" value="YYYY-MM"/> | Name of school <input type="text"/> | Address <input type="text"/> | Phone <input type="text" value="CountryC"/> <input type="text"/> | Country/Region <input type="text"/> | URL <input type="text"/> | Primary/Secondary <input type="radio"/> Primary education <input type="radio"/> Secondary education |
| 2  | Period From <input type="text" value="YYYY-MM"/> | Period To <input type="text" value="YYYY-MM"/> | Name of school <input type="text"/> | Address <input type="text"/> | Phone <input type="text" value="CountryC"/> <input type="text"/> | Country/Region <input type="text"/> | URL <input type="text"/> | Primary/Secondary <input type="radio"/> Primary education <input type="radio"/> Secondary education |
| 3  | Period From <input type="text" value="YYYY-MM"/> | Period To <input type="text" value="YYYY-MM"/> | Name of school <input type="text"/> | Address <input type="text"/> | Phone <input type="text" value="CountryC"/> <input type="text"/> | Country/Region <input type="text"/> | URL <input type="text"/> | Primary/Secondary <input type="radio"/> Primary education <input type="radio"/> Secondary education |

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 be entered on the "Education after graduating the secondary school" section below.

Example:  
Info1: High school  
↓  
Info2: Junior high school  
↓  
Info3: Elementary school

Total number of years of primary and secondary education

#### Education after graduating the secondary school (University, College, Language School, etc.) (if applicable)

1 Period From  Period To  Name of school  Student type  Address  Country/Region  Phone   URL



## Employment/Internship Experience

**Employment record** (if applicable). Please state professional work only.

|                                    |                                      |                  |  |
|------------------------------------|--------------------------------------|------------------|--|
| Period From                        | <input type="text" value="YYYY-MM"/> | Name of employer | <input type="text"/>                                       |
| 1                                  |                                      | Address          | <input type="text"/>                                       |
| Period To                          | <input type="text" value="YYYY-MM"/> | Phone            | <input type="text" value="CountryC"/> <input type="text"/> |
|                                    |                                      | Position         | <input type="text"/>                                       |
| <input type="button" value="Add"/> |                                      |                  |  |

**Internship(s)** (if applicable)


|                                    |                                      |                  |  |
|------------------------------------|--------------------------------------|------------------|--|
| Period From                        | <input type="text" value="YYYY-MM"/> | Name of employer | <input type="text"/>                                       |
| 1                                  |                                      | Address          | <input type="text"/>                                       |
| Period To                          | <input type="text" value="YYYY-MM"/> | Phone            | <input type="text" value="CountryC"/> <input type="text"/> |
|                                    |                                      | Position         | <input type="text"/>                                       |
| <input type="button" value="Add"/> |                                      |                  |  |


[< Back](#)

[Next >](#)



## 6. Enter information of the results of standardized tests


 KYOTO UNIVERSITY  
**International Undergraduate Program**

[Instruction](#) | [Logout](#)  

 京都大学  
 KYOTO UNIVERSITY

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### 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-Pn                      | 90 <input type="button" value="Delete"/>  |
| EJU                                | JASSO        | 2018-06   | Math2                           | 190 <input type="button" value="Delete"/> |
| EJU                                | JASSO        | 2018-06   | Japanese-L                      | 110 <input type="button" value="Delete"/> |
| EJU                                | JASSO        | 2018-06   | Japanese-L                      | 110 <input type="button" value="Delete"/> |
| EJU                                | JASSO        | 2018-06   | Japanese-R                      | 110 <input type="button" value="Delete"/> |
| <input type="button" value="Add"/> |              |           |                                 |   |

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

Press "add" button to add lines if necessary.

### <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 <input type="button" value="Delete"/> |
| SAT(Reasoning)                     | The college board | 2018-10   | Math                            | 780 <input type="button" value="Delete"/> |
| SAT(Subjects)                      | The college board | 2018-11   | Chemistry                       | 780 <input type="button" value="Delete"/> |
| SAT(Subjects)                      | The college board | 2018-11   | Physics                         | 800 <input type="button" value="Delete"/> |
| SAT(Subjects)                      | The college board | 2018-11   | Mathematics Level 2             | 780 <input type="button" value="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 <span>Delete</span> |
| ACT          | ACT          | 2018-10   | Science                         | 33 <span>Delete</span> |
| ACT          | ACT          | 2018-10   | Stem                            | 34 <span>Delete</span> |
| ACT          | ACT          | 2018-10   | English                         | 35 <span>Delete</span> |
| ACT          | ACT          | 2018-10   | Reading                         | 34 <span>Delete</span> |
|              |              |           |                                 | <span>Add</span>       |

☐ 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 <span>Delete</span> |
| GCE A-level  | Cambridge    | 2018-06   | Physics                         | A <span>Delete</span> |
|              |              |           |                                 | <span>Add</span>      |

☐ 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 <span>Delete</span>  |
| IB           | International Baccalaureat | 2019-05   | Physics HL                      | 6 <span>Delete</span>  |
| IB           | International Baccalaureat | 2019-05   | Biology SL                      | 7 <span>Delete</span>  |
| IB           | International Baccalaureat | 2019-05   | Information technology SL       | 6 <span>Delete</span>  |
| IB           | International Baccalaureat | 2019-05   | Language ab initio SL           | 7 <span>Delete</span>  |
| IB           | International Baccalaureat | 2019-05   | Core elements                   | 3 <span>Delete</span>  |
| IB           | International Baccalaureat | 2019-05   | Total                           | 42 <span>Delete</span> |
|              |                            |           |                                 | <span>Add</span>       |

# 7. Document upload

### Document Upload

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|               |  |  |
|---------------|--|--|
| Not Completed | <b>Digital identification photograph *</b>               | <p><small>(taken within the last six months with no hat or head covering unless there is a religious or medical reason)</small></p> <p><b>Reference</b> <small>Acceptable file format: JPEG/JPG</small></p>  |
| Not Completed | <b>Copy of Passport *</b>                                | <p><b>Reference</b> <small>Acceptable file format: JPEG/JPG, PNG, GIF, PDF</small></p>   |
| Not Completed | <b>Application fee payment certificate *</b>             | <p>Please make a payment for the application fee by either credit card or bank transfer in advance referring to the payment guidelines. After the payment is completed, please upload the evidence of payment on this page.</p> <p><b>Reference</b> <small>Acceptable file format: JPEG/JPG, PNG, GIF, PDF</small></p>   |
| Not Completed | <b>School Transcripts *</b>                              | <p>Please upload the school transcripts. Alternatively, you can request your school to upload the transcripts.</p> <p><b>Reference</b> <small>Acceptable file format: JPEG/JPG, PNG, GIF, PDF</small></p> <p><b>Request your school to upload the documents</b></p>  |
| Not Completed | <b>Certificate of graduation / expected graduation *</b> | <p>Please upload the certificate of graduation/expected graduation. Alternatively, you can request your school to upload the certificate.</p> <p><b>Reference</b> <small>Acceptable file format: JPEG/JPG, PNG, GIF, PDF</small></p> <p><b>Request your school to upload the documents</b></p>   |
| Not Completed | <b>Evaluation *</b>                                      | <p>Please request your school to upload the Evaluation (Form B).</p> <p><b>Request your school to upload the documents</b></p>   |
| Not Completed | <b>English proficiency test results</b>                  | <p>Please upload a copy of your test results. Alternatively, if you are a native speaker of English or have/will have completed your secondary education in English, please request your school to upload the Form C.</p> <p><b>Reference</b> <small>Acceptable file format: JPEG/JPG, PNG, GIF, PDF</small></p> <p><b>Request your school to upload the documents</b></p>   |
| Not Completed | <b>Standardized test results *</b>                       | <p>Please upload a copy of your test results. Alternatively, in case that applicants themselves are not allowed to see the test result (ex. The school does not allow the student to see the IB/A-level predicted scores issued by the school), you can request your school to upload the documents. If you cannot submit any score at this moment, please select "Cannot submit any score" and state the reason.</p> <p><b>Reference</b> <small>Acceptable file format: JPEG/JPG, PNG, GIF, PDF</small></p> <p><b>Request your school to upload the documents</b></p> <p><b>Cannot submit any score</b></p> |
| Not Completed | <b>Essay (Form D) *</b>                                  | <p>Please upload the essay (Form D).</p> <p><b>Reference</b> <small>Acceptable file format: JPEG/JPG, PNG, GIF, PDF</small></p>  |

**< HOME**

- All of the documents listed on this section must be uploaded to complete your application.
- To send a request to your school to submit the documents, please enter information on below box and press "OK". An email with the URL link to the submission page of the Online Application System will be sent to the email address which you entered.

**Reference** Acceptable file format: JPEG/JPG, PNG, GIF, PDF

Please enter following information of the person to whom you send a request.

Name

E-mail address

Message (if any)

**Reference** Acceptable file format: JPEG/JPG, PNG, GIF, PDF

**Request your school to upload the documents**

|                          |  |  |
|--------------------------|--|--|
| Completed at<br>20191028 | School Transcripts *                                 | Reference<br>Acceptable file format: JPEG/JPG,PNG,GIF,PDF  |
|                          |  | Please upload the school transcripts . Alternatively, you can request your school to upload t  |
|                          |  | Reference<br>Acceptable file format: JPEG/JPG,PNG,GIF,PDF  |
|                          |  | Requested to Kyoto iUP <[redacted]@kyoto-u.ac.jp>  |
|                          |  | Uploaded at 20191028   |
|                          |  | Requested to Kyoto iUP office <[redacted]@kyoto-u.ac.jp>   |
|                          |  | Request your school to upload the documents  |
| Not Completed            | Certificate of graduation /<br>expected graduation * | Reference<br>Acceptable file format: JPEG/JPG,PNG,GIF,PDF  |
|                          |  | Please upload the certificate of graduation/expected graduation. Alternatively, you can request your school to upload the certificate. |

The status of the documents shows as "Uploaded at 2019\*\*\*\*" when the documents have been uploaded to the Online Application System.

- The status of each document changes from "Not completed" to "Completed" when one of the documents is uploaded to the system.
- If you requested to upload the documents more than one school, please make sure all of the documents which you requested have been uploaded to the Online Application System before you complete the application.