

# **User Manual for the Kyoto iUP Online Application System for October 2025 Enrollment**

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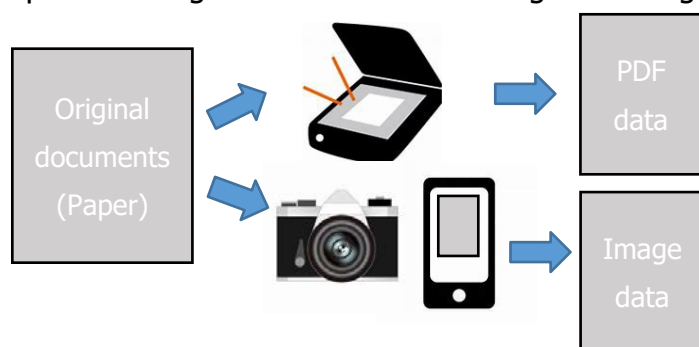
## 1. Necessary equipment for the online application

(1) A personal computer with internet connection.

**Smartphones are not available for the Kyoto iUP Online Application System.**

(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 smart phone camera) is also acceptable. Image resolution should be good enough so that all letters can be read.



## 2. Before entering data for the online application

- We recommend that you prepare all the required documents and information before entering data for the online application.
- It will take some time to complete all sections. You do not need to complete all sections at one time.
- Each section has a "Next" button. If you press "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 changed afterward.
- You can log out at any time. When you log in again, you can continue data entry with the saved data.
- If you want to change the data you entered in the previous section, you can 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 will be automatically logged out after 30 minutes of inactivity.
- Press the "Save" button accordingly, otherwise, the information you enter will be automatically deleted after 30 minutes.
- In principle, **you cannot change any data after you pressed the "Complete" button at the end of the final section.** 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.

### 3. List of required documents and information

(Supported file formats)

①	Digital identification photograph	File upload in <a href="#">Document Upload Section</a>	JPEG/JPG
②	Copy of passport	File upload in <a href="#">Document Upload Section</a>	JPEG/JPG, PNG, GIF, PDF
③	Application fee payment certificate	File upload in <a href="#">Document Upload Section</a>	JPEG/JPG, PNG, GIF, PDF
④	School transcripts	File upload or Request your school to upload in <a href="#">Document Upload Section</a>	JPEG/JPG, PNG, GIF, PDF
⑤	Certificate of Graduation/Expected Graduation (Form A)	File upload or Request your school to upload in <a href="#">Document Upload Section</a>	JPEG/JPG, PNG, GIF, PDF
⑥	Evaluation (Form B) • Evaluator's name • Evaluator's email address	Request your school to upload in <a href="#">Document Upload Section</a>	JPEG/JPG, PNG, GIF, PDF
⑦	English proficiency test results or English Proficiency Evaluation Form (Form C) • Name of Test • Examination place • Examination date • Score (Reading, Writing, Speaking, Listening)	Information	
		File upload or (in case of Form C) Request your school to upload in <a href="#">Document Upload Section</a>	JPEG/JPG, PNG, GIF, PDF
⑧	Standardized test results • Name of Test • Organization • Test date • Subject/Level/Composite/Average • Score/Grade	Information	
		File upload or Request your school to upload in <a href="#">Document Upload Section</a>	JPEG/JPG, PNG, GIF, PDF
⑨	Essay (Form D)	File upload in <a href="#">Document Upload Section</a>	DOC/DOCX
⑩	Selection of faculty and department (up to three choices)	Information	

⑪	Personal information	Information	
⑫	Background <ul style="list-style-type: none"> <li>■ High School Information               <ul style="list-style-type: none"> <li>• Name of High School (upper secondary school)</li> <li>• Country</li> <li>• (Expected) Graduation date</li> </ul> </li> <li>■ Educational History               <ul style="list-style-type: none"> <li>Primary/Secondary Education and Education after graduating the secondary school (if applicable)</li> <li>• Enrollment period</li> <li>• Name of School</li> <li>• Address</li> <li>• Phone number</li> <li>• Country/Region</li> <li>• Website URL</li> </ul> </li> <li>■ Employment/Internship Experience (if applicable)</li> </ul>	Information	
⑬	JLPT (Japanese Language Proficiency Test) (if applicable) <ul style="list-style-type: none"> <li>• Examination place</li> <li>• Examination date</li> <li>• Level</li> <li>• Test score sheet</li> </ul>	Information	
		File upload in <a href="#">Application Section</a>	JPEG/JPG, PNG, GIF, PDF
⑭	Academic Awards and/or Other Extracurricular Activities (if applicable) <ul style="list-style-type: none"> <li>• Name of awards, competitions and activities</li> <li>• Date/Period</li> <li>• Supervisor's name and contact information</li> </ul>	Information	
		File upload in <a href="#">Application Section</a> (up to 5 files)	JPEG/JPG, PNG, GIF, PDF

\*The images shown on the following pages are for illustration purposes only.

## 4. Create an account

Kyoto iUP - October 2025 Enrollment

Application Period : 2024.11.01 - 2024.12.02

E-mail address

Password

[I forgot password.](#)

[Create an account.](#)

Login

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Click on "Create an account".



Create an account

If you press "next", an e-mail containing a link to verify your e-mail address will be sent to the address you entered.

E-mail address

E-mail address(Repeat)

< Back Next >

Enter your email address.



E-mail Verification (Kyoto University)

office@iup.kyoto-u.ac.jp

To

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

URL: <https://admission.iup.kyoto-u.ac.jp/>

This URL will become invalid after 30 minutes.

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



### 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 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](#) [Clear](#) [Next >](#)

Enter your name, date of birth, and password.

Regarding the date of birth, you should follow the rule "YYYY-MM-DD" (including hyphen). (Ex. 2006-01-01)

You can log-in to the Kyoto iUP Online Application system with your ID (email address) 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. Home

KYOTO UNIVERSITY  
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[Application Guidelines](#) [User Manual](#)  
Please make sure to refer to these guidelines when you apply through this system.

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](#)

HOME

If you have any questions, please contact the Kyoto iUP Admissions Office via the [inquiry form](#).

**Application Guidelines and User Manual** --- You can download the latest Application Guidelines and User Manual for the Kyoto iUP Online Application System from here and Kyoto iUP website. <https://www.iup.kyoto-u.ac.jp/apply/>

**Please make sure to read them before entering data for the online application.**

**Message(s) from admissions office** ----- You can read and reply to messages from the Kyoto iUP Admissions Office. This function will be available after you complete the online application.

**Application** ----- Enter all necessary information in this section.  
JLPT (Japanese Language Proficiency Test) score sheet and additional documents related to academic awards and/or other extracurricular activities (up to 5 files) can be uploaded in this section (if applicable).

**Document upload** ----- All documents listed in Tables on page 9-12 of the Application Guidelines must be uploaded in 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. In principle, **you cannot change any data after you pressed the "Complete" button at the end of the final section.** Please make sure that all information is correct before pressing the "Complete" button.

## 6. Application – Confirmation of eligibility

**Confirmation of eligibility**

Applicants must satisfy the following requirements 1 and 2.  
As for requirement 2, you must fulfill at least one of the five conditions. Check the applicable conditions.

1. Applicants must be non-Japanese citizens, and must have obtained "Student" status of residence at the time of enrollment. \*

☒ I do satisfy above condition.

2. Applicants must fulfill at least one of the following five conditions: \*

☒ a) I 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), in a country other than Japan by September 30, 2025.

☐ b) I have completed or be expected to complete at least 12 years of primary to secondary education at an educational institution located in Japan, based on a non-Japanese education system and recognized by MEXT, by September 30, 2025.

☐ c) I have completed or be expected to complete 12 years of primary to secondary education at an educational institution accredited by the Western Association of Schools and Colleges (WASC), the Council of International Schools (CIS), the Association of Christian Schools International (ACSI), the New England Association of Schools and Colleges (NEASC), the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest Accreditation Commission (NWAC), or the Southern Association of Colleges and Schools on Accreditation and School Improvement (SACS CASI) by September 30, 2025.

☐ d) I have been awarded an International Baccalaureate, German Abitur, French Baccalaureate, General Certificate of Education Advanced Level (GCE A Level), International A Levels, or European Baccalaureate by September 30, 2025.

☐ e) I have an academic background that is recognized by Kyoto University as equivalent to a) above before the admission process begins. Applicants must be at least 18 years old by April 1, 2025.

[< Back](#) [Clear](#) [Next >](#)

You must fulfill the requirements 1 and 2.  
As for the requirement 2, you must fulfill at least one of the five conditions.  
Please check the applicable condition(s).

## 7. Application – Selection of faculty and department

**Selection of faculty and division / department**

You should select a faculty/department that is appropriate to your own academic interests. If you are interested in more than one faculty/department, you can provisionally select up to three faculties/departments at the time of application.

First choice \*

Second choice

Third choice

[< Back](#) [Clear](#) [Next >](#)

Please select a faculty/department that is appropriate to your own academic interests.  
You can select up to three faculties/departments at the time of application.

## 8. Application – Personal Information

**Personal Information**

Name of applicant \* Last name / First name / Middle name \* as in official ID

Date of birth \*

Gender \* ☐ Male ☒ Female

Disability(ies)   
If you have any disability(ies) that would make it difficult for you to attend a possible interview during the Kyoto IUP admission process, please give details.

Nationality(ies) \*   
[Add](#)

Place of birth \*   
(city, state and country)

Permanent residence status (if applicable)

Enter your personal information.



## 9. Application – Background



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



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KYOTO UNIVERSITY

### Background

#### High School Information

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

Country \*

(Expected) Graduation date \*

Enter information on the high school (upper secondary school) you currently attend or have most recently 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

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

Enter your educational history starting with **most recently** attended "Secondary/High School".

Example:

Info1: High school



Info2: Junior high school



Info3: Elementary school

Regarding the URL of your school, if your school does not have websites, please put the URL of Kyoto iUP website.

<https://www.iup.kyoto-u.ac.jp/>

If you currently attend University/College, the information on the University/College must be entered in the "Education after graduating the secondary school" section.

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

Period From  Name of school  Student type

## Employment/Internship Experience

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

1	Period From YYYY-MM	Name of employer		
	Period To YYYY-MM	Address		
		Phone	CountryC	
<div>Add</div>				

**Internship(s)** (If applicable)


1	Period From YYYY-MM	Name of employer		
	Period To YYYY-MM	Address		
		Phone	CountryC	
<div>Add</div>				

< Back


Clear

Next >

## 10. Application – Language Proficiency



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 京都大学  
KYOTO UNIVERSITY

If you took a test at home, enter "Home"  
in "Examination place".

## 11. Application – Standardized Tests

**Standardized Tests**

**Results of standardized tests**

Please enter the required information below. Furthermore, you are required to upload the score sheet in the "Document Upload" section. You must also make the necessary arrangements to ensure that the Kyoto IUP Admissions Office receives an original (hard) copy of the official score report (as detailed in the instructions in Appendix I).  
Check the "Submit later" box for test results that cannot be submitted during the application period but can be submitted at a later date before the Second Screening (Interview).

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade	Submit later
EJU	JASSO	2024-06	Science-Ph		<input type="checkbox"/>
EJU	JASSO	2024-06	Science-Ch		<input type="checkbox"/> <span>Delete</span>
EJU	JASSO	2024-11	Math2		<input checked="" type="checkbox"/> <span>Delete</span>
		YYYY-MM			<input type="checkbox"/> <span>Delete</span>

Add

< Back Clear Next >

Enter the information on your standardized test results. If you took more than one subject in one test, enter each result per line.

Check the "Submit later" box for test results that cannot be submitted during the application period but can be submitted at a later date before the Second Screening (Interview).

Press the "Add" button to add lines if necessary.

### <Examples>

#### □ In case of SAT (Scholastic Assessment Test)

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade
SAT(Reasoning)	the College Board	2024-10	Total Score	1510
SAT(Reasoning)	the College Board	2024-10	Reading	730
SAT(Reasoning)	the College Board	2024-10	Math	780

#### □ In case of EJU (Examination for Japanese University Admission for International Students)

Do not forget to upload your test voucher in the "Document Upload" page.

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade
EJU	JASSO	2024-06	Science-Ph	90
EJU	JASSO	2024-06	Science-Ch	90
EJU	JASSO	2024-06	Math2	190
EJU	JASSO	2024-06	Japanese-L	110
		YYYY-MM		

❑ In case of ACT (American College Testing)

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade
ACT	ACT	2024-10	Composite	34
ACT	ACT	2024-10	Math	35
ACT	ACT	2024-10	Science	33
ACT	ACT	2024-10	Stem	34
ACT	ACT	2024-10	English	35
ACT	ACT	2024-10	Reading	34

❑ In case of GCE A-level (General Certificate of Education Advanced Level)

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade
GCE A-level	Cambridge	2024-06	Chemistry	A*
GCE A-level	Cambridge	2024-06	Mathematics	A
GCE A-level	Cambridge	2024-06	Physics	A

You can enter predicted scores.

❑ In case of IB (International Baccalaureate)

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade
IB	International Baccalaureate	2024-05	Chemistry HL	7
IB	International Baccalaureate	2024-05	Mathematics HL	6
IB	International Baccalaureate	2024-05	Physics HL	6
IB	International Baccalaureate	2024-05	Biology SL	7
IB	International Baccalaureate	2024-05	Information Technology SL	6
IB	International Baccalaureate	2024-05	Language ab initio SL	7
IB	International Baccalaureate	2024-05	Core Elements	3
IB	International Baccalaureate	2024-05	Total	42

You can enter predicted scores.

❑ In case of AP (Advanced Placement)

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade
AP [ ]	College Board	2024-05	Chemistry	3
AP [ ]	College Board	2024-05	Psychology	5

❑ In case of Other tests

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade
Other HKDSE ★	Hong Kong Examinator	2024-03	Chemistry	5*
Other GSAT ★	College Entrance Exami	2025-01	Psychology	N/A

When you choose "Other",  
enter the name of the test you  
took directly in the box below(★).

If your score has  
not been available  
yet, enter "N/A" in  
"Score/Grade".

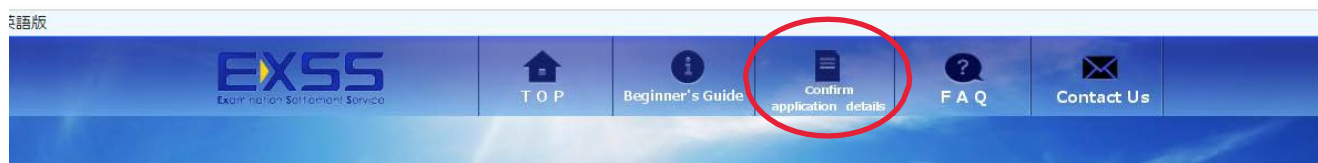
## 12. Application Fee Payment

Please follow the instructions on the screen.

Do not forget to keep the "Payment Certificate for Examination Fee\*" after completing the payment.

You are required to upload the payment certificate in the PDF format in the "Document Upload" section.

The payment certificate can be obtained by pressing the "Confirm application details" button on the top page of the Examination Settlement Service (EXSS) website.



Application Content Details

Application Content

Reception Number	Z11022042373
Application Time	2021/10/21 14:18
School Name	Kyoto IUP
Application Content	Preparatory course October Enrollment
Payment Amount	¥ 9,800
Service Fee	¥ 650
Total Amount	¥ 10,450

Personal Information

Name	Kyodai Taro
------	-------------

Confirm the "Application Content".

- If you click the "Payment certificate PDF output" button in the "Payment Method" section, you can download the payment certificate.
- **The payment certificate must be downloaded on the spot. It is not possible to download it once the page has been closed, so please be very careful.**

Payment Method

Payment Method	Credit Card
Payment Status	Paid in

Payment certificate PDF output

\*Sample of "Payment Certificate for Examination Fee"

Handling Instructions for the "Payment Certificate for Examination Fee"

If you need to paste the "Payment Certificate for Examination Fee" to the application documents, please cut out the certificate below, and attach it to the designated position on the application documents.

※ Payment Certificate for Examination Fee ※  
Kyoto IUP  
Preparatory course ¥9,800  
Reference number :  
None  
Telephone number :  
Payment date :

The payment certificate must be uploaded "as is" in the PDF format that will be generated automatically by the Examination Settlement Service. **Do not trim or otherwise edit the data.**

## 13. Document upload

### Document Upload

Not Completed	Digital identification photograph *	(Taken within the last six months with no hat or head covering unless there is a religious or medical reason) Reference Acceptable file format: JPE/G/JPG
Not Completed	Copy of Passport *	Reference Acceptable file format: JPE/G/JPG,PNG,GIF,PDF
Not Completed	Application fee payment certificate *	Please make a payment for the application fee by credit card in advance referring to the payment guidelines. Once the payment has been completed, please upload the evidence of payment on this page. Reference Acceptable file format: JPE/G/JPG,PNG,GIF,PDF
Not Completed	School Transcripts *	Please upload the school transcripts. Alternatively, you can request your school to upload the transcripts. Reference Acceptable file format: JPE/G/JPG,PNG,GIF,PDF Request your school to upload the documents
Not Completed	Certificate of graduation / expected graduation *	Please upload the certificate of graduation/expected graduation. Alternatively, you can request your school to upload the certificate. Reference Acceptable file format: JPE/G/JPG,PNG,GIF,PDF Request your school to upload the documents
Not Completed	Evaluation (Form B) *	Please request your school to upload the Evaluation (Form B). Please note that only Form B is acceptable. Request your school to upload the documents
Not Completed	English proficiency test results or English Proficiency Evaluation Form (Form C) *	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 Form C. Reference Acceptable file format: JPE/G/JPG,PNG,GIF,PDF Request your school to upload the documents
Not Completed	Standardized test results *	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 that your school uploads the documents. If you cannot submit a score at this moment, please select "Cannot submit any score" and state the reason. Reference Acceptable file format: JPE/G/JPG,PNG,GIF,PDF Request your school to upload the documents Cannot submit any score
Not Completed	Essay (Form D) *	Please upload the essay (Form D). Please note that only Form D is acceptable. Reference Acceptable file format: DOC/DOCX

\*If you want to submit the score of JLPT (Japanese Language Proficiency Test) or additional supporting documents such as those regarding academic awards and extracurricular activities, please upload them in "Application" section.

< HOME

- All of the documents listed in this section must be uploaded to complete your application.
- To send a request to your school to upload the documents, please enter information on a box shown below and press "OK". An email with the URL link to the upload page of the Kyoto iUP Online Application System will be sent to the email address which you entered. The samples of emails sent to you and your school are shown on the next page.

Please enter following information of the person to whom you send a request.  
Please note that you are responsible for communicating with the person to whom you send the request.

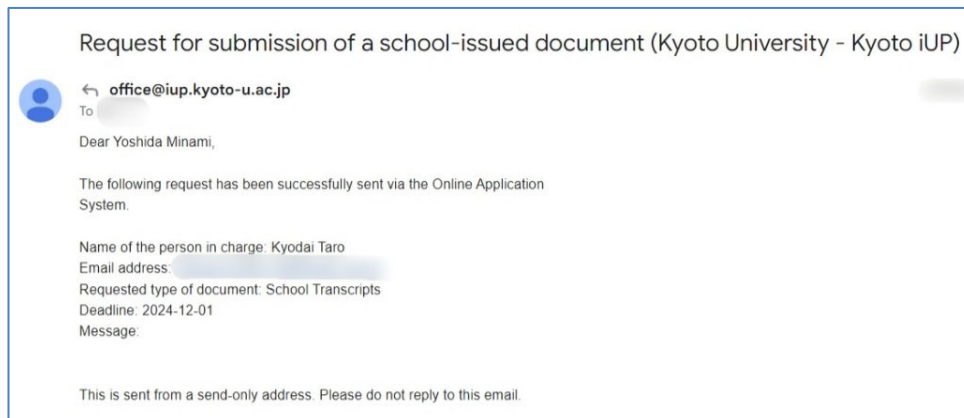
Name

E-mail address

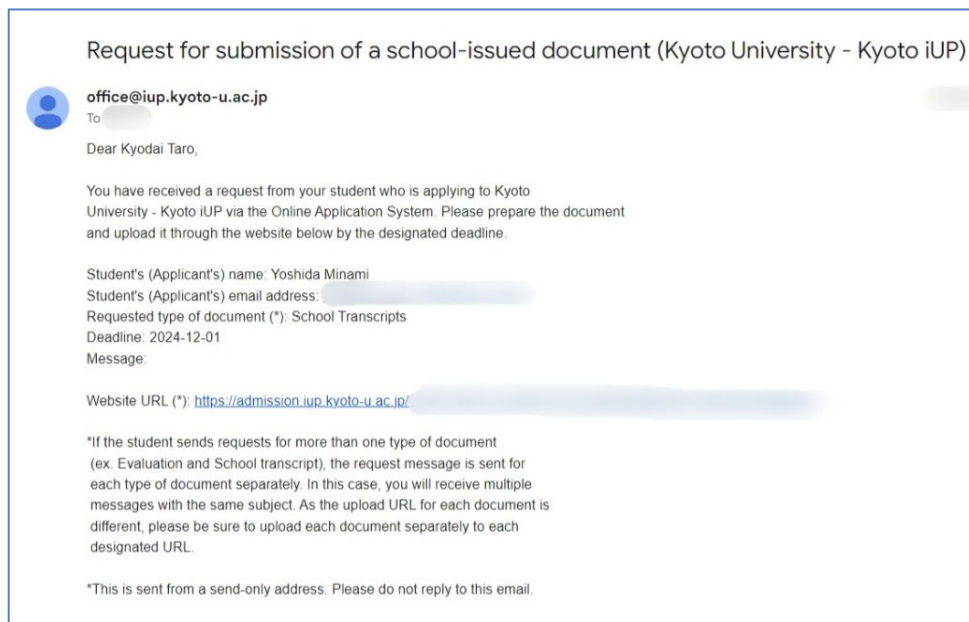
Message (if any)

Cancel OK

<Sample of the email sent to the applicant>



<Sample of the email sent to the school>




- If your request email does not reach your school, please ask your school to try the following steps:
  - Check their junk/spam email folder just in case the email got delivered there, not to the inbox.
  - Add "office@iup.kyoto-u.ac.jp" to their personal safe sender settings so they can receive the email.
  - Use another email address. It has been confirmed that the accounts of Hotmail, Gmail, and Yahoo mail work well to receive emails sent from the Online Application System.



Completed at 2024/01/11	<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> Acceptable file format: JPEG/JPG, PNG, GIF, PDF</p> <p>Requested to Kyodai Taro &lt;[redacted]@[redacted]&gt; Uploaded at 2024/01/11</p> <p><b>Request your school to upload the documents</b></p>	<p>The status of the documents is shown as "Uploaded at 2024****" when the documents have been uploaded to the Online Application System.</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> Acceptable file format: JPEG/JPG, PNG, GIF, PDF</p>	

- The status of each document changes from "Not completed" to "Completed" when one of the documents has been uploaded to the system. You will also receive a notification email as shown below.
- If you requested more than one school to upload the documents, please make sure all of the documents which you requested have been uploaded to the Online Application System before you complete the application.

The document has been uploaded by the school. 📧 受信トレイ ✕

 **office@iup.kyoto-u.ac.jp**  
To [redacted]

Dear Yoshida Minami,

The following document which you requested the school to upload has been uploaded to the Online Application System. Please confirm the status of the document on the Online Application System.

Name of the person in charge: Kyodai Taro  
Email address: [redacted]  
Requested type of documents: School Transcripts  
Deadline: 2024-12-01  
Message:

This is sent from a send-only address. Please do not reply to this email.