

# User Manual for the Kyoto iUP Online Application System

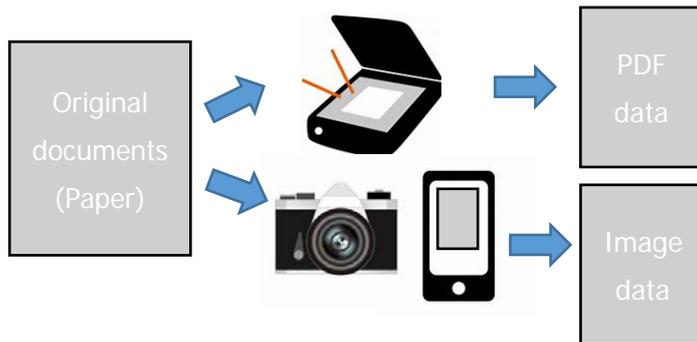
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## 1. Equipment needed for the online application

(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 will take some time 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 in 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.
- If you want to change the data you entered in the previous session, you can go back to the previous session by pressing the “Back” button. After you change the data, please make sure to press the “Next” or “Save” button. Doing this will replace the previously entered data with the new data.
- 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.

### 3. List of information and files you need to prepare

(Supported file formats)

①	Digital identification photograph	File upload	JPEG/JPG
②	Copy of passport	File upload	JPEG/JPG, PNG, GIF, PDF
③	Application fee payment certificate	File upload	JPEG/JPG, PNG, GIF, PDF
④	School transcripts	File upload or Request your school to upload	JPEG/JPG, PNG, GIF, PDF
⑤	Certificate of graduation/ expected graduation (Form A)	File upload or Request your school to upload	JPEG/JPG, PNG, GIF, PDF
⑥	Evaluation (Form B) • Evaluator's name • Evaluator's email	Request your school to upload	JPEG/JPG, PNG, GIF, PDF
⑦	English proficiency test results or English Proficiency Evaluation Form (Form C) • Examination place      • Examination date • Score	Information	
		File upload or (Form C) Request your school to upload	JPEG/JPG, PNG, GIF, PDF
⑧	Standardized test results • Name of Test      • Organization • Test date      • Score/Grade • Subject/Level/Composite/Average	Information	
		File upload or Request your school to upload	JPEG/JPG, PNG, GIF, PDF
⑨	Essay (Form D)	File upload	DOC/DOCX
⑩	Selection of faculty and department (up to three choices)	Information	
⑪	Personal information	Information	
⑫	Primary/Secondary and Higher Education • School Name      • Address • Phone No      • Website URL • Country/Region      • Enrollment period	Information	
⑬	JLPT test score (if applicable) • Examination place      • Examination date • Level	Information	
		File upload	JPEG/JPG, PNG, GIF, PDF
⑭	Extracurricular activities (if applicable) • Name of the activities      • Period • Supervisor's name and contact information	Information	
		File upload	JPEG/JPG, PNG, GIF, PDF

## 4. Create an account

The screenshot shows the 'Online Application System for Kyoto iUP' login page. At the top, there are logos for 'cup' 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 text on the right.

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 text on the right.

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>'. This URL is circled in red. Below the URL, it says 'This URL will become invalid after 30 minutes.' A blue line points from the URL to the instruction text on the right.

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, 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](#)



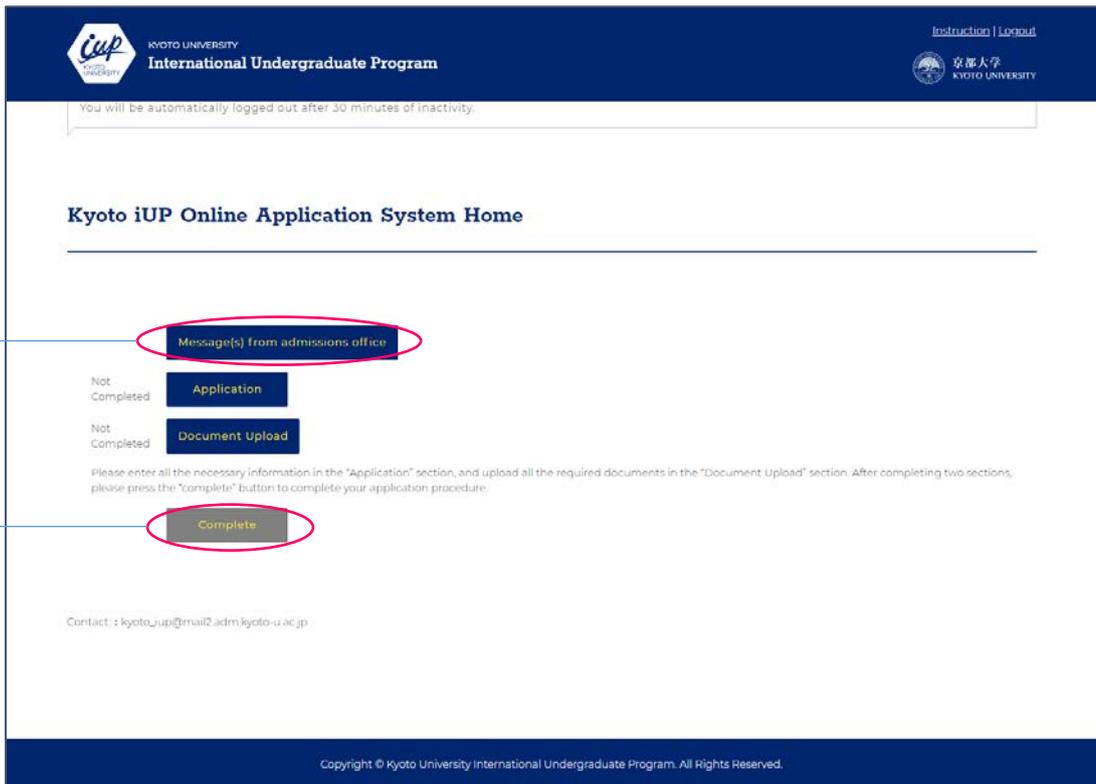
### Create an account

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Your Kyoto IUP account has been created.

[Back to Login](#)

## 5. Home



**Message from admissions office** --- You can read and reply messages from the Kyoto iUP Admissions Office. This function will be available after the application is closed.

**Application** ----- Enter all necessary information in 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.

# 6. 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 on the high 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.

#### Primary/Secondary education

1*	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
	Period To <input type="text" value="YYYY-MM"/>	Address <input type="text"/>	Country/Region <input type="text"/>
		Phone <input type="text" value="CountryC"/>	URL <input type="text"/>
2	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
	Period To <input type="text" value="YYYY-MM"/>	Address <input type="text"/>	Country/Region <input type="text"/>
		Phone <input type="text" value="CountryC"/>	URL <input type="text"/>
3	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
	Period To <input type="text" value="YYYY-MM"/>	Address <input type="text"/>	Country/Region <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". If you currently attend University/College, information on the University/College must be entered in 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  Name of school  Student type

Period To  Address  Country/Region

Phone  URL



**Employment/Internship Experience**

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

1  
 Period From  Name of employer   
 Period To  Address  Position   
 Phone

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

1  
 Period From  Name of employer   
 Period To  Address  Position   
 Phone

## 7. Enter information on the English proficiency test scores



KYOTO UNIVERSITY  
International Undergraduate Program

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


京都大学  
KYOTO UNIVERSITY

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### Language Proficiency

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**English proficiency test scores \***

Please select the test type and enter the required information below. Also, you are required to upload the score sheet in the "Document Upload" section. At the same time, you are required to make the following arrangements so that the admissions office can verify the results by referring to an original copy of the official score report.

test scores

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If applicants upload a copy of their score report at the "Document Upload" section, no further action is required.

Examination place \*

Examination date \*

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

## 8. Enter information on the results of standardized tests

**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-PH	90
EJU	JASSO	2018-06	Science-PH	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 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	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 (American College Testing)

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 <input type="button" value="Delete"/>
ACT	ACT	2018-10	Science	33 <input type="button" value="Delete"/>
ACT	ACT	2018-10	Stem	34 <input type="button" value="Delete"/>
ACT	ACT	2018-10	English	35 <input type="button" value="Delete"/>
ACT	ACT	2018-10	Reading	34 <input type="button" value="Delete"/>

❑ 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	2018-06	Chemistry	A*
GCE A-level	Cambridge	2018-06	Mathematics	A <input type="button" value="Delete"/>
GCE A-level	Cambridge	2018-06	Physics	A <input type="button" value="Delete"/>

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 Baccalaureat	2019-05	Chemistry HL	7
IB	International Baccalaureat	2019-05	Mathematics HL	6 <input type="button" value="Delete"/>
IB	International Baccalaureat	2019-05	Physics HL	6 <input type="button" value="Delete"/>
IB	International Baccalaureat	2019-05	Biology SL	7 <input type="button" value="Delete"/>
IB	International Baccalaureat	2019-05	Information technology SL	6 <input type="button" value="Delete"/>
IB	International Baccalaureat	2019-05	Language ab initio SL	7 <input type="button" value="Delete"/>
IB	International Baccalaureat	2019-05	Core elements	3 <input type="button" value="Delete"/>
IB	International Baccalaureat	2019-05	Total	42 <input type="button" value="Delete"/>

You can enter predicted scores.

□ In case of Other

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade
Other HKDSE	Hong Kong Examinations	2020-03	Chemistry	5*
Other ESAT	College Entrance Examinations	2021-01	Mathematics	N/A
Other		YYYY-MM		Delete

When you choose "Other" in "Name of Test", enter the name of your test directly in the box below.

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

# 9. Document upload

**Document Upload**

Not Completed	<b>Digital identification photograph *</b>	(taken within the last six months with no hat or head covering unless there is a religious or medical reason)	Reference	Acceptable file format: JPEG/JPG
Not Completed	<b>Copy of Passport *</b>		Reference	Acceptable file format: JPEG/JPG, PNG, GIF, PDF
Not Completed	<b>Application fee payment certificate *</b>	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.	Reference	Acceptable file format: JPEG/JPG, PNG, GIF, PDF
Not Completed	<b>School Transcripts *</b>	Please upload the school transcripts. Alternatively, you can request your school to upload the transcripts.	Reference	Acceptable file format: JPEG/JPG, PNG, GIF, PDF
			<b>Request your school to upload the documents</b>	
Not Completed	<b>Certificate of graduation / expected graduation *</b>	Please upload the certificate of graduation/expected graduation. Alternatively, you can request your school to upload the certificate.	Reference	Acceptable file format: JPEG/JPG, PNG, GIF, PDF
			<b>Request your school to upload the documents</b>	
Not Completed	<b>Evaluation *</b>	Please request your school to upload the Evaluation (Form B).	<b>Request your school to upload the documents</b>	
Not Completed	<b>English proficiency test results</b>	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.	Reference	Acceptable file format: JPEG/JPG, PNG, GIF, PDF
			<b>Request your school to upload the documents</b>	
Not Completed	<b>Standardized test results *</b>	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.	Reference	Acceptable file format: JPEG/JPG, PNG, GIF, PDF
			<b>Request your school to upload the documents</b>	
			<b>Cannot submit any score</b>	
Not Completed	<b>Essay (Form D) *</b>	Please upload the essay (Form D).	Reference	Acceptable file format: JPEG/JPG, PNG, GIF, PDF

[← 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 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)

Cancel OK

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

**Request your school to upload the documents**

Completed at 20191028	School Transcripts *	Reference Acceptable file format: JPEG/JPG,PNG,GIF,PDF
	Please upload the school transcripts . Alternatively, you can request your school to upload t	Reference 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 / expected graduation *	Reference 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 are shown as "Uploaded at 2020\*\*\*\*" 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 has been uploaded to the system.
- 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.
- If your request email does not reach your school, please ask your school to try the following steps:
  - Check their Junk 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.