

# User Manual for the Kyoto iUP Online Application System

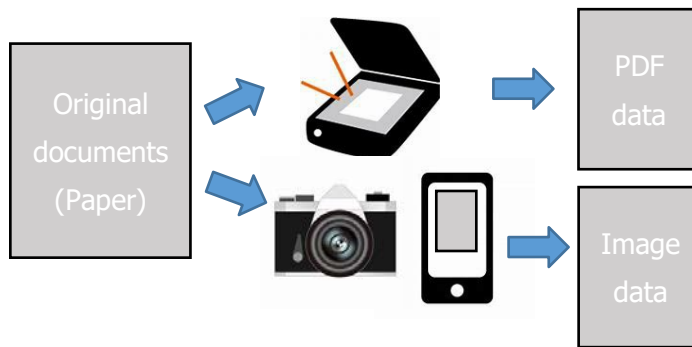
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## 1. Necessary equipment for the online application

(1) A personal computer with internet connection.

**Smartphones are not available for the 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. 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.
- 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

(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	
		Information	
⑬	JLPT test score (if applicable) • Examination place      • Examination date • Level	Information	
		File upload	JPEG/JPG, PNG, GIF, PDF
⑭	Awards or 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 KYOTO UNIVERSITY International Undergraduate Program' and '京都大学 KYOTO UNIVERSITY'. 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 'Create an account' link 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 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' dated '2018/10/18, 5:36'. The message text says: 'Please click the link below to verify your e-mail address to create your account.' Below this, a URL is circled in red: 'URL: <http://kuiup-dev.r>'. A note below the URL states: '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 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 >](#)



### Create an account

---

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.

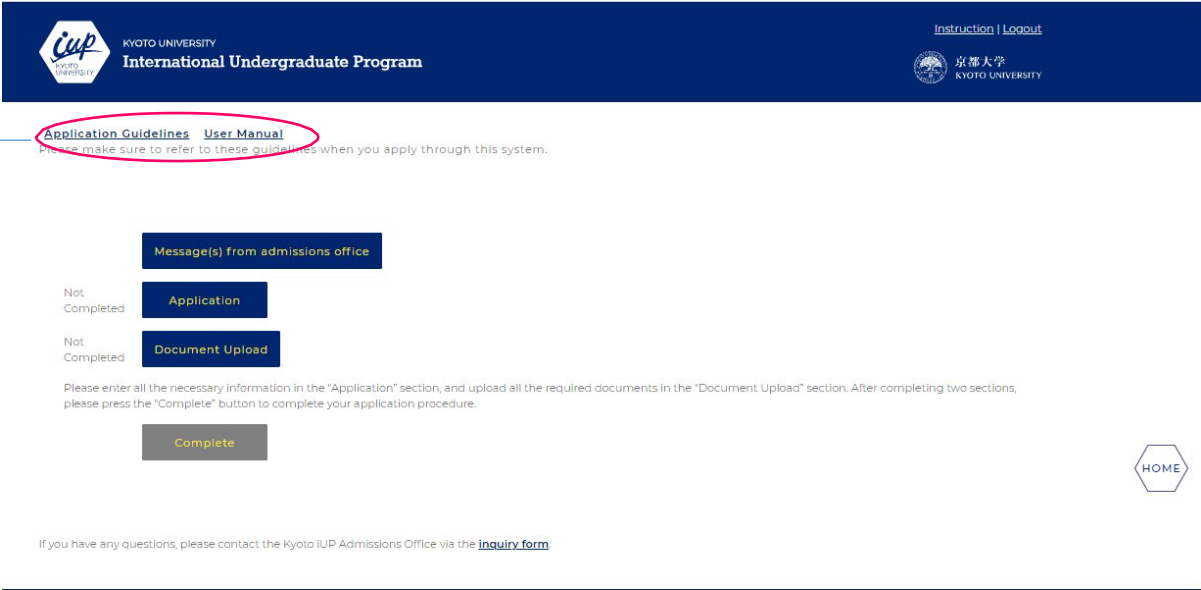
[Back to Login](#)

Enter your name, date of birth, and password.

Regarding the date of birth, you should follow the rule "YYYY-MM- DD" (including hyphen). (Ex. 2021-01-01)

You can log-in to the online application system with your ID (email) and password.

# 5. Home



**Application Guidelines** ----- You can download the latest Application Guidelines here.

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

You can find the guidelines on Kyoto iUP website also.

**User Manual** ----- You can download the User Manual for the Kyoto iUP Online Application System here.

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

You can find the manual on Kyoto iUP website also.

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

**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. \*For secondary education institutions, all items are mandatory. For primary education institutions, only "Name of school" and "Country/Region" are mandatory.

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

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

#### 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 checked="" type="radio"/> Secondary education	Country/Region: <input type="text"/>	Address: <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 checked="" type="radio"/> Secondary education	Country/Region: <input type="text"/>	Address: <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 checked="" type="radio"/> Secondary education	Country/Region: <input type="text"/>	Address: <input type="text"/>	Phone: <input type="text" value="CountryC"/>	URL: <input type="text"/>

Total number of years of primary and secondary education:

#### 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  Name of employer

Period To  Address  Position

Phone

**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

### Language Proficiency

**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

Applicants must request the test center to send the score report directly to Kyoto University. Kyoto University's TOEFL Institution Code is C447.

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**

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 admissions office receives an original (hard) copy of the official score report (as detailed in the instructions in Appendix 1). 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
ESU	JASSO	2022-06	Science ph	90	<input type="checkbox"/>
ESU	JASSO	2022-11	Math Course 1		<input checked="" type="checkbox"/> Delete
		YYYY-MM			<input type="checkbox"/> Delete
		YYYY-MM			<input type="checkbox"/> Delete
		YYYY-MM			<input type="checkbox"/> Delete

Enter the information on your standardized test results. Use one 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	2018-10	Total Score	1510
SAT(Reasoning)	The college board	2018-10	Reading and writing	730
SAT(Reasoning)	The college board	2018-10	Math	780
SAT(Subjects)	The college board	2018-11	Chemistry	780
SAT(Subjects)	The college board	2018-11	Physics	800
SAT(Subjects)	The college board	2018-11	Mathematics Level 2	780

□ 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
ACT	ACT	2018-10	Science	33
ACT	ACT	2018-10	Stem	34
ACT	ACT	2018-10	English	35
ACT	ACT	2018-10	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	2018-06	Chemistry	A*
GCE A-level	Cambridge	2018-06	Mathematics	A
GCE A-level	Cambridge	2018-06	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 Baccalaureat	2019-05	Chemistry HL	7
IB	International Baccalaureat	2019-05	Mathematics HL	6
IB	International Baccalaureat	2019-05	Physics HL	6
IB	International Baccalaureat	2019-05	Biology SL	7
IB	International Baccalaureat	2019-05	Information technology SL	6
IB	International Baccalaureat	2019-05	Language ab initio SL	7
IB	International Baccalaureat	2019-05	Core elements	3
IB	International Baccalaureat	2019-05	Total	42

You can enter predicted scores.

□ In case of EJU

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	SI
EJU [ ]	JASSO	2018-06	Science-Ph	90	
EJU [ ]	JASSO	2018-06	Science-Ch	90	
EJU ABC	JASSO	2018-06	Math2	190	
EJU [ ]	JASSO	2018-06	Japanese-L	110	

□ In case of AP

Name of Test	Conducted by	Test date	Subject/Level/Composite/Average	Score/Grade	SI
AP [ ]	CollegeBoard	2021-05	Chemistry	3	
AP [ ]	CollegeBoard	2021-05	Psychology	5	

□ In case of Other

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

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

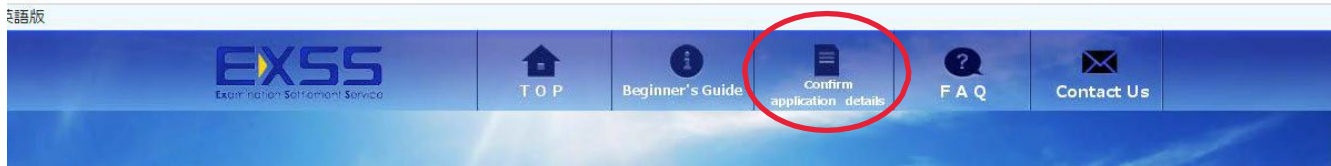
If your score has not been available yet, enter "NA" in "Score/Grade".

## 9. 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 supposed to be required to upload the certificate to the "Document Upload" page.

The certificate can be obtained from "Confirm application details" in the top of "TOP" page in EXSS website.



Application Content Details	
<b>Application Content</b>	
Reception Number	211022042373
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
<b>Personal Information</b>	
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 certificate.

Payment Method	
Payment Method	Credit Card
Payment Status	Paid in
<b>Payment certificate PDF output</b>	

\*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 :  
Name :  
Telephone number :  
Payment date :

## 10. Document upload

### Document Upload

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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)
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Reference</div> <span style="font-size: small; margin-left: 5px;">Acceptable file format: JPEG/JPG, PNG, GIF, PDF</span>
Not Completed	<b>Copy of Passport *</b>	
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Reference</div> <span style="font-size: small; margin-left: 5px;">Acceptable file format: JPEG/JPG, PNG, GIF, PDF</span>
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.
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Reference</div> <span style="font-size: small; margin-left: 5px;">Acceptable file format: JPEG/JPG, PNG, GIF, PDF</span>
Not Completed	<b>School Transcripts *</b>	Please upload the school transcripts. Alternatively, you can request your school to upload the transcripts.
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Reference</div> <span style="font-size: small; margin-left: 5px;">Acceptable file format: JPEG/JPG, PNG, GIF, PDF</span>
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Request your school to upload the documents</div>
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.
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Reference</div> <span style="font-size: small; margin-left: 5px;">Acceptable file format: JPEG/JPG, PNG, GIF, PDF</span>
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Request your school to upload the documents</div>
Not Completed	<b>Evaluation *</b>	Please request your school to upload the Evaluation (Form B).
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Request your school to upload the documents</div>
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.
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Reference</div> <span style="font-size: small; margin-left: 5px;">Acceptable file format: JPEG/JPG, PNG, GIF, PDF</span>
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Request your school to upload the documents</div>
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.
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Reference</div> <span style="font-size: small; margin-left: 5px;">Acceptable file format: JPEG/JPG, PNG, GIF, PDF</span>
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Request your school to upload the documents</div>
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Cannot submit any score</div>
Not Completed	<b>Essay (Form D) *</b>	Please upload the essay (Form D).
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Reference</div> <span style="font-size: small; margin-left: 5px;">Acceptable file format: JPEG/JPG, PNG, GIF, PDF</span>

< 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	<b>School Transcripts *</b>	<b>Reference</b> Acceptable file format: JPEG/JPG,PNG,GIF,PDF	Please upload the school transcripts . Alternatively, you can request your school to upload the transcripts.
		<b>Reference</b> Acceptable file format: JPEG/JPG,PNG,GIF,PDF	
		Requested to Kyoto iUP <[REDACTED]@kyoto-u.ac.jp>	The status of the documents is shown as "Uploaded at 2022****" when the documents have been uploaded to the Online Application System.
		Uploaded at 20191028	
		Requested to Kyoto iUP office <[REDACTED]@kyoto-u.ac.jp>	
		<b>Request your school to upload the documents</b>	
Not Completed	<b>Certificate of graduation / expected graduation *</b>	<b>Reference</b> 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 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.