



The Admissions Office (TAO) Application Manual

Applying to KUAS

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How to Apply (Undergraduate)

Admission Process | Admission Schedules | Eligibility | Required Documents | Admissions Policy | FAQ

2024 International Enrollment is only for applicants of the Engineering Program. The Bioenvironmental Sciences International Program and Global Business and Economics Program will open in 2025.

1. Get familiar with KUAS and our programs

First, explore our official website and find out more about our program's Key Features, Fields of Study, and Curriculum on the [Academics](#) page. The information on this page will give you a general overview of what our program is all about. If you would like to learn more about what our institution has to offer, the [About KUAS](#) and [Student Life](#) sections can provide you with helpful information, such as a simple guide to life in Kyoto, campus and dormitory information, and more. We also recommend downloading the Prospectus, which contains specific information on our program and gives insight into what life is like for students of our program.

[Download Prospectus](#)

2. Check Eligibility and Application Guidelines

Be sure to check the [Eligibility](#) page and confirm the requirements for admission. This page lists the required English language proficiency and subjects to be studied at the high-school/upper-secondary level. Don't forget to check the [Admission Schedules](#), which will serve as a useful reference to help you stay on track during the admission process. Download and read the Application Guidelines carefully. These guidelines contain a great deal of important information on admissions.

[Download Application Guidelines](#)

First, please read the Application Guidelines and prepare the necessary documents.

The Application Guidelines are located in the Admission & Aid Page "How to Apply (Undergraduate)" of the official KUAS website (<https://www.kuas.ac.jp/en/admission/under/>)*.

*For graduate program: <https://www.kuas.ac.jp/en/admission/grad/>

Click here to download the Application Guidelines

-For Applicants-

- [Download the manual \(PDF\)](#)
- [Watch the video manual \(Youtube\)](#)

-For Teachers (Recommenders)-

- [Download the manual \(PDF\)](#)
- [Watch the video manual \(Youtube\)](#)

Note: These guides are for the 2023 application process. The guides for 2024 applications will be released in the near future.

5. Pay the application fee

Remember to pay the application fee during the application period. The application fee is 5,000 JPY (non-refundable) and is payable via credit/debit card or other international payment options when submitting the application online.

Kyoto University of Advanced Science utilizes [Flywire](#) for the processing of our international students' school fees. Flywire allows for payment from most banks, offers competitive exchange rates, and provides 24-hour user support.

Note: The application fee will not be waived or refunded under any circumstances.

6. Take an online interview

To learn more about you, we may ask you to participate in an online interview. You do not need to travel to Japan for this interview, as they are held via online video chat. Whether you are asked to take an interview or not, it will not affect your chances of being accepted, so there is no need to worry if you do not receive an invitation. For more details about the interviews, please check the Application Guidelines.

+ Precautions when Submitting an Application

APPLY

Click here.

When you are ready, open **The Admissions Office (TAO)** page. The link to TAO is located in the "How to Apply (Undergraduate)" page of the official KUAS website (<https://www.kuas.ac.jp/en/admission/under/>)*.

*The graduate school application can be accessed through the link that appears on the pre-application review screen.

The screenshot shows the 'The Admissions Office' website interface. At the top, there is a navigation bar with links for 'Search schools', 'Admission Schemes', 'Profile', 'Applications', 'Favorites', and 'Message'. Below this, a breadcrumb trail reads 'Search schools > Details > Department/Course'. A 'Private' button is visible on the left. The main heading is 'Kyoto University of Advanced Science | Undergraduate (Faculty of Engineering)'. Under the 'Program/Major' section, a dropdown menu is open, showing 'Department of Mechanical and Electrical Systems Engineering' with a red 'Open' indicator. A red arrow points to this option with the text 'Click here.'. Below this, there is a section titled 'Be a street-smart engineer!' with descriptive text about the engineering program at KUAS.

Select **“Department of Mechanical and Electrical Systems Engineering”** from the KUAS Faculty of Engineering page on TAO.

The Admissions Office
 Strengthening the future of education for the world today

Search schools Admission Schemes Profile Applications Favorites Message

Search schools > Details > Department/Course > Program/Major


Private

Kyoto University of Advanced Science | Undergraduate (Faculty of Engineering) | Department of Mechanical and Electrical Systems Engineering

Admission Scheme

Early / Regular / Final Entry ← Click here.

Admissions for September 2023 International Enrollment



Please note that relevant links will only appear when application details are made available.

Click on the banner displayed here to apply.

English ▾

Applicants **Recommenders/Requestees**

city and applicants.
 nance exams in general.

Email address

Password

Login

Account registration


Resend confirmation email I forgot my password

Log in with Feelnote ID

If you already have an account with The Admission Office, please log in with your email address and complete linking with Feelnote ID from the Account Settings.

Log in with Feelnote ID

What is Feelnote ID?



Please log in to TAO, or create an account if this is your first time using TAO.

If you have any questions about creating a TAO account, please refer to the help section here: <https://admissions-office.net/en/faq/top>

The Admissions Office

Search schools Admission Schemes Profile Applications Favorites Message

Search schools > Details > Department/Course > Program/Major > Admission category

Open Private

Kyoto University of Advanced Science | Undergraduate (Faculty of Engineering) | Department of Mechanical and Electrical Systems Engineering | KUAS Application Entry for September International Enrollment

Application details

Beginning of application

Month and year of entrance

Examination fee (JPY) ¥5,000 + Administrative fee

☆ Favorites + Start my application

International Admissions Office

After logging in, click on the **"Start my application"** button. Note that this button is only displayed when applications are open.

Click here.

Kyoto University of Advanced Science | Undergraduate (Faculty of Engineering) | Department of Mechanical and Electrical Systems Engineering | KUAS Application Entry for September International Enrollment

Application in progress Private

KUAS Application Entry for September International Enrollment

- To start online application by...
- To start online application by...

Progress 0 / 9

Progress of required fields 0 / 9

* indicates a required field.

Prepared by applicant

- Personal Data 1 *
- Personal Data 2 *
- Academic Information *
- Standardized Tests *
- Required Documents *
- Additional Information *
- Scholarships *

Prepared by person other than applicant

- A Letter of recommendation *

Examination fee (JPY)

- Exam fee payment *

Application details

Beginning of application

Month and year of entrance

Examination fee (JPY)

International Admissions Office

Email

The first step in the application process is to request a letter of recommendation. Although this process can be done later, KUAS suggests that applicants do this first to give their recommender enough time to prepare a letter of recommendation. Before sending your request, please contact your recommender and ask their permission in advance. Also, confirm that you have their correct e-mail address.

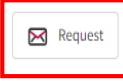
Click here.

Once you are ready, click on **"A letter of recommendation"** under **"Prepared by person other than applicant"**.

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Offering the choice of colleges from the world over

Search schools Admission Schemes Profile Applications Favorites Message

A Letter of recommendation

 Request

Requirements set by the university

Type of Recommender / Requestee	A Teacher at your current school who can affirm your achievements, character, dedication, etc.
Required number	1
Maximum number allowed	1

Request status

Completion status	Open status	Email address
-------------------	-------------	---------------

Click on **"Request"** in the upper right corner.

Click here.

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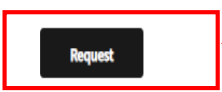
Search schools Admission Schemes Profile Applications Favorites Message

A Letter of recommendation

* Required

Type of Recommender / Requestee *
A Teacher at your current school who can affirm your achievements, character, dedication, etc.

Email address of the requestee *
.....@.....

 Request

Terms and conditions Recommended environment Handling of personal information help center
© 2019 TAO Inc. All rights reserved

Enter the e-mail address of your recommender and click on the **"Request"** button below.

Click here.

A Letter of recommendation

You have reached the maximum number of requests allowed.

- To make a request to another recommender / requestee, you must cancel one of the current requests.

Requirements set by the university

Type of Recommender / Requestee	A Teacher at your current school who can affirm your achievements, character, dedication, etc.
Required number	1
Maximum number allowed	1

Request status

Completion status	Open status	Email address	
Not submitted	Unopened	[Redacted]	Cancel my request

Only one recommender can be requested.* If you want to change the recommender, please cancel and request again.**

Recommenders must upload their recommendation letter by the application closing date. If your application due date is approaching and your recommendation letter has not been submitted yet, be sure to contact your recommender and remind them.

*Applicants to the graduate program can request up to two recommenders.

**Once a recommender uploads a letter, it cannot be cancelled.

Dear Nakayama Sumiko,

KUAS has submitted the following document for your application to Kyoto University of Advanced Science | Undergraduate (Faculty of Mechanical and Electrical Systems Engineering | KUAS Application Entry for September International Enrollment.

- Document: A Letter of recommendation

You may check the request status by clicking on the link below:

https://admissions-office.net/en/applicant/entries/66807/recruitment_recommendation_steps/3318

*If your email client does not allow you to click the link, please copy and paste the link into your web browser address bar and press enter.

 This is an automated email from "The Admissions Office" (TAO).

If you are not the intended recipient or if you have any questions about this email, please contact the International Admissions Office.

Inquiries should be directed to:
 International Admissions Office
 <admission@kuas.ac.jp>

You will be notified by e-mail when your recommender has finished uploading their letter of recommendation.

The Admissions Office
Driving the future of education into the world

Kyoto University of Advanced Science
| Undergraduate (Faculty of Engineering) | Department of Mechanical and Electrical Systems Engineering | **KUAS Application Entry for September International Enrollment**

Progress
0 / 9

Progress of required fields
0 / 9

* indicates a required field.

Prepared by applicant

- 1** Personal Data 1 *
- 2 Personal Data 2 *
- 3 Academic Information *
- 4 Standardized Tests *
- 5 Required Documents *
- 6 Additional Information *
- 7 Scholarships *

Prepared by person other than applicant

- 8 A Letter of recommendation *

Examination fee (JPY)

A Letter of recommendation

You have reached the maximum number of requests allowed

- To make a request to another recommender / requestee

Requirements set by the university

Type of Recommender / Requestee	A Teacher and etc.
Required number	1
Maximum number allowed	1

Request status

Completion status	Open status
Not submitted	Unopened

Click here to start filling in the application form.

Next, click on "1 Personal Data" in the "Prepared by applicant" section on the left side of the screen and start filling in the form. Fields marked with an asterisk are required.


Residence Status * Required

Are you currently a resident of Japan? Yes No

Specify other status of residence * Length of characters : 0 / 50
Should be 50 characters or less

Residence Card Number * Length of characters : 0 / 12
Should be 12 characters or less

Residence card copy *



Please upload a copy of your residence card. The scanned copy must be in color and include both side of the card. Only files with the extension of .jpeg .jpg .pdf can be uploaded. Files need to be no larger than 20MB.

Save and go to next

Click here.

When you have finished typing, click "Save and go to next" to proceed to the next page. You can save your progress after completing each page. Note that pages cannot be saved if they are not complete.

"I closed my page while I was still typing. What now?"

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Search schools Admission Schemes Profile **Applications** Favorites Message

My applications

Incomplete Completed

Application status	Application ID	Admission Scheme	Application Deadline	Message
☆ Application in progress	[Redacted]	Kyoto University of Advanced Science Undergraduate (Faculty of Engineering) Department of Mechanical and Electrical Systems Engineering KUAS Application Entry for September International Enrollment	-	Unread: 0 message(s) >

Click on the "Applications" in the top menu, and you will be able to resume filling in your application from the "Incomplete" application list.

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Search schools Admission Schemes Profile **Applications** Favorites Message

| [Repost] Notice of error regarding the character count of full-width spaces 08-30-2023

English Language Qualifications

Check this box if you are qualified to be exempted from the English proficiency test. Request for English test exemption

Test Name * TOEFL iBT

TOEFL iBT Test Score * 70
Should be a value greater than or equal to 80. You must contact the testing agency and ask them to send your score directly to KUAS. This score must reach us by the deadline.

Date Taken * 2023/09/04
Test scores must be no more than two years old on their day of arrival at KUAS.

Fill out all pages of the application form.

Note: when entering your English test score, you will not be able to enter your score if it does not satisfy the minimum requirements for application.

The Admissions Office
 Search schools | Admission Schemes | Profile | **Applications** | Favorites

Required Documents

Please upload required documents here.
 You can only upload one file per field. If you have more than one file to submit, please combine them into one file and then upload that file.

1. Essay *

Upload _test.pdf

Drag and drop or click to replace

REMOVE

Your essay must be between 300 to 350 words.
 Only files with the extension of .pdf can be uploaded. Files need to be no larger than 20MB.

Please check this box if your transcripts and/or certificates of (expected) graduation are not in English My school documents are NOT written in English.

For applicants from Bangladesh, India, Nepal and Pakistan, please refer to our website below for more details about required transcripts.
[Click here for details about required transcripts](#)

2. Official academic transcripts *

On the required documents upload page, you can only upload documents in **PDF** format. Also, only **one** PDF can be uploaded for each section, so please combine all pages you want to upload into one PDF.

"Do forms have to be filled out in order? What if I want to change it?"

Undergraduate (Faculty of Engineering) | Department of Mechanical and Electrical Systems Engineering | **KUAS Application Entry for September International Enrollment**

Progress
 1 / 9

Progress of required fields
 1 / 9

* indicates a required field.

Prepared by applicant

- Personal Data 1 *
- Personal Data 2 *
- Academic Information ***
- Standardized Tests *
- Required Documents *
- Additional Information *
- Scholarships *

Prepared by person other than applicant

- A Letter of recommendation *

Examination fee (JPY)

- Exam fee payment *

Academic Information

Current Level of Education

Please select your most recent (or current) school / institution / program. *

Please describe what kind of education you received (or are receiving). * Should be 100 characters

Are you currently enrolled in school? * Yes No

Please list all schools / institutions that you have attended

High School/Upper Secondary School

Type of School * If you are an A-level Program

The forms do not have to be filled out in order. Please proceed from the page you can enter. The pages you have finished filling out will be marked with a red check. If you want to change the information you have entered, click on that page again to correct it.

Undergraduate (Faculty of Engineering) | Department of Mechanical and Electrical Systems Engineering | KUAS Application Entry for September International Enrollment

Progress
7 / 9

Progress of required fields
7 / 9

* Indicates a required field.

Prepared by applicant

- Personal Data 1 *
- Personal Data 2 *
- Academic Information *
- Standardized Tests *
- Required Documents *
- Additional Information *
- Scholarships *

Prepared by person other than applicant

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Examination fee (JPY)

- Exam fee payment *

Exam fee payment

Payment notes

For Students Outside of Japan (International Payments): please select "Pay with Flywire".

For Students in Japan (Domestic Payments): please select "Pay with Credit Card Service".

Payment methods

Select payment method

Flywire (You can select a payment method in the following step):

- Flywire
- SB Payment Service
- Credit card

+ Examination fee

+ Administrative fee

Exam fee waiver code

Once you have filled in all pages, proceed to the “**Exam fee payment**” page to pay the application fee. (You can make this payment even if you have not finished filling out the rest of your application.)

If you live **outside of Japan**, choose **Flywire**, which accepts a variety of payment methods. If you live in Japan, choose credit card for SB Payment Service.

It may take some time to complete the payment depending on the payment method, so please proceed with the payment well in advance. The payment must be completed by the application deadline.

Progress
9 / 9

Progress of required fields
9 / 9

* Indicates a required field.

Prepared by applicant

- Personal Data 1 *
- Personal Data 2 *
- Academic Information *
- Standardized Tests *
- Required Documents *
- Additional Information *
- Scholarships *

Prepared by person other than applicant

- A Letter of recommendation *

Examination fee (JPY)

- Exam fee payment *

Application details

Beginning of application

Month and year of entrance

Examination fee (JPY)

International Admissions Office

Email

admission@kuas.ac.jp

Phone

+81-75-496-6221

content confirmation ← Click here.

After all the forms are completed, please click “**content confirmation**” on the bottom left of the screen.

Confirmation of contents

Application form

Please check your application documents again.

- Personal Data 1
- Personal Data 2
- Academic Information
- Standardized Tests
- Required Documents
- Additional Information
- Scholarships

Documentation Request Form

Please check your application documents again.

- A Letter of recommendation

Please check all the documents again.

Yes, I have checked.

Click here.

Please verify that the information you have entered is correct, check the box next to **"Yes, I have checked."**, and click **"Complete my application"** on the bottom right of the screen to complete your registration. You will be notified of the results after KUAS reviews your submission. If deemed necessary, KUAS may contact you and request that you take an online interview.*

*All applicants to the graduate school must take an online interview.

Complete my application

[Note]

All data will become uneditable after the completion of application.

Please check again if all entries are completed.

Apply after you review the above

Click here.

Please check the box next to **"Apply after you review above."**, and click **"Yes"**