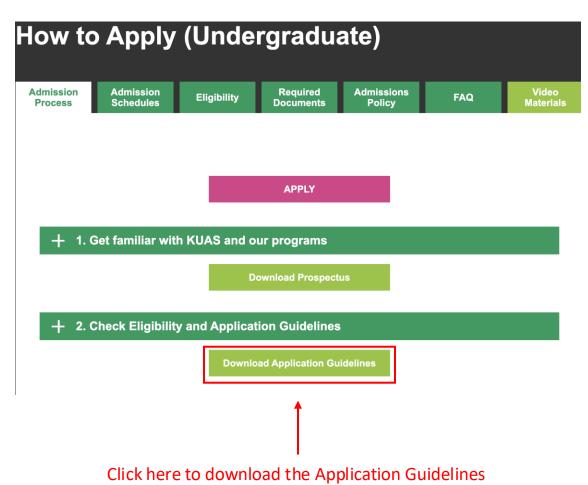




The Admissions Office (TAO)
Application Manual

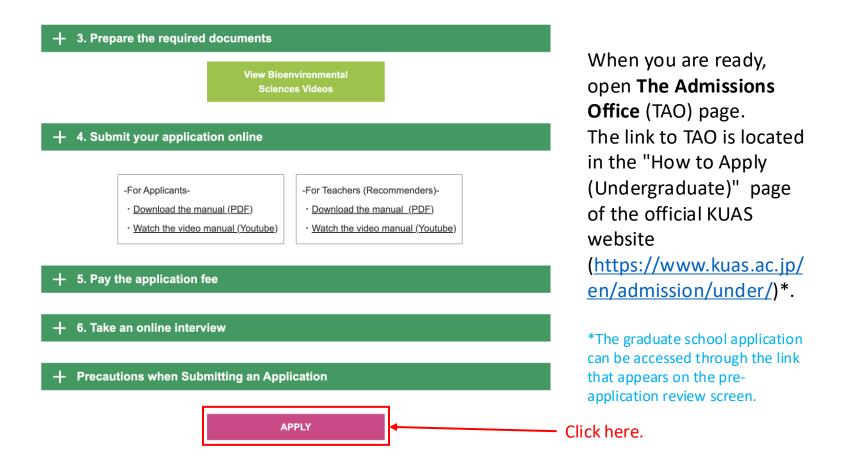
# Applying to KUAS

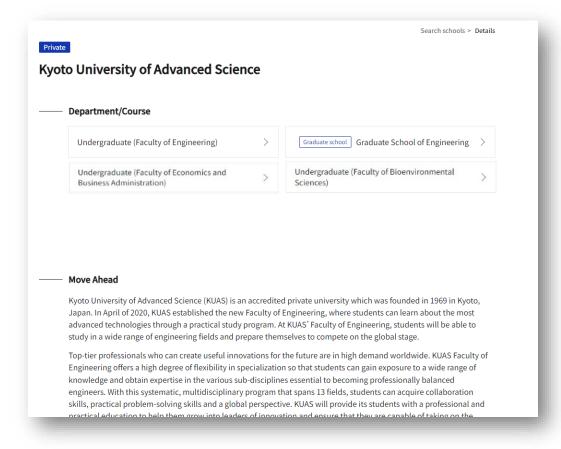


First, please read the Application Guidelines and prepare the necessary documents.

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: <a href="https://www.kuas.ac.jp/en/admission/g">https://www.kuas.ac.jp/en/admission/g</a> rad/

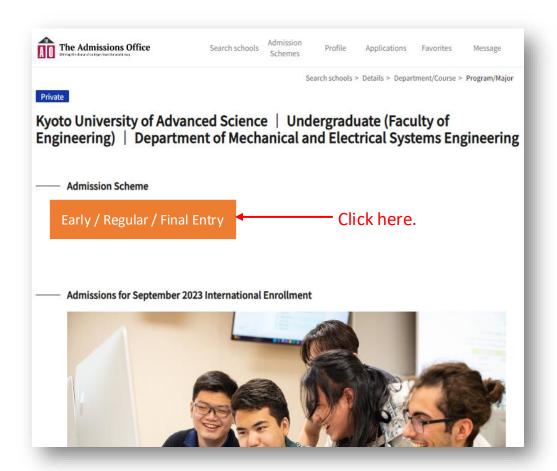




Note: Applicants may not apply to KUAS in more than one entry period (ex. applicants may not apply to one faculty in Early Entry and one in Regular Entry, but they may apply to two faculties in one entry). Select the faculty for which you would like to apply from the Department/Course selection page on TAO.

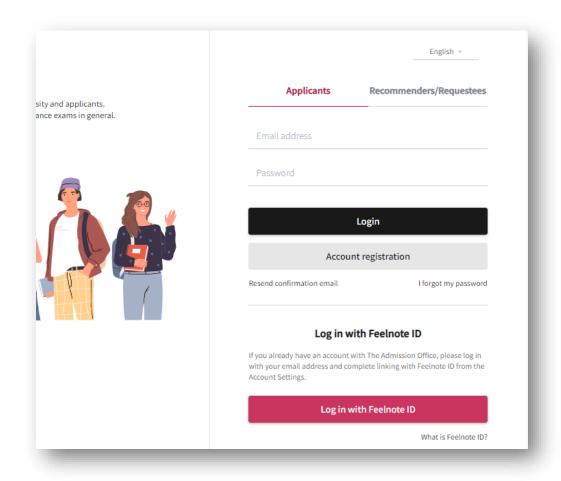
Then, select the relevant department from the Program/Major selection page.

Applicants to our undergraduate programs may apply for **up to two** desired faculties, but keep in mind that separate applications and an application fee of 5,000 yen will be required for each faculty.



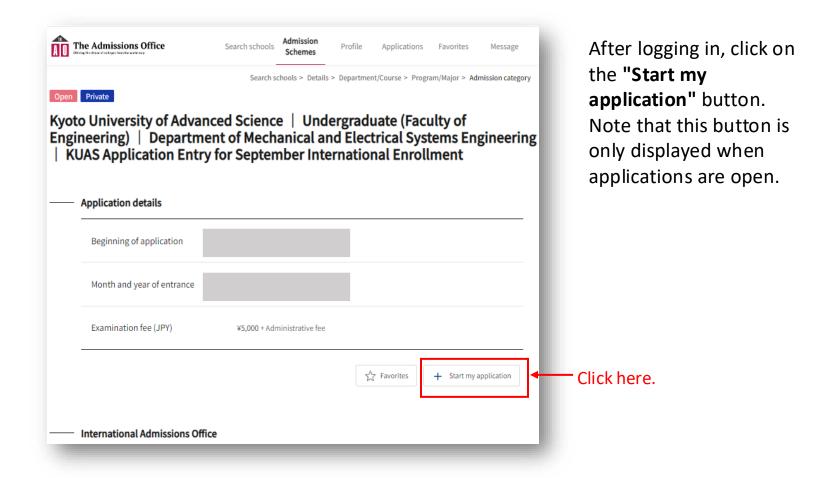
Please note that relevant links will only appear when application details are made available.

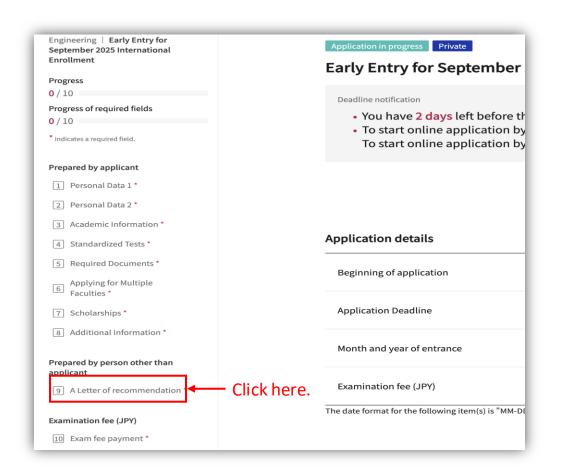
Click on the banner displayed here to apply.



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

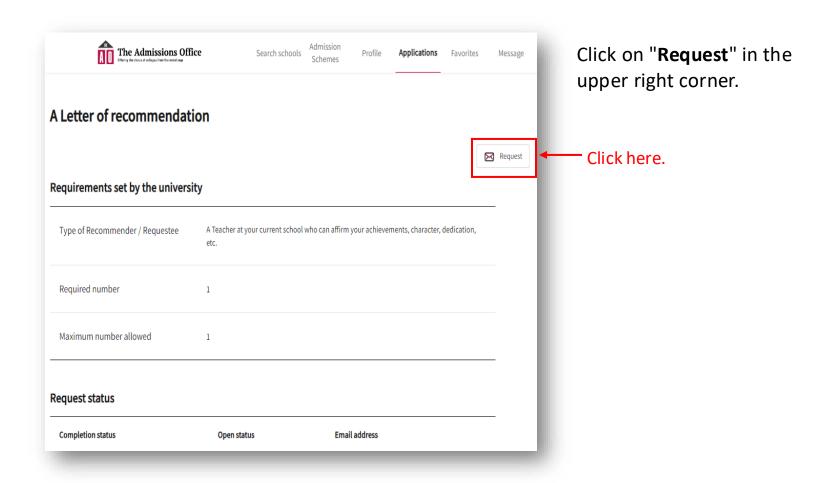
If you have any questions about creating a TAO account, please refer to the help section here: <a href="https://admissions-office.net/en/faq/top">https://admissions-office.net/en/faq/top</a>

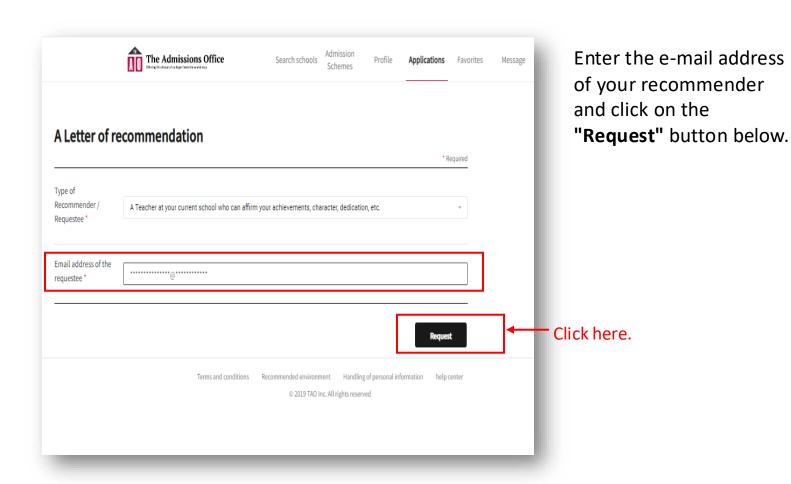


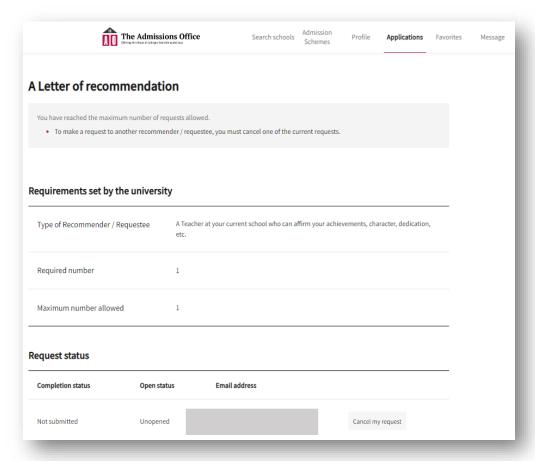


Once you are ready, click on "A letter of recommendation" under "Prepared by person other than applicant".

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.







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).

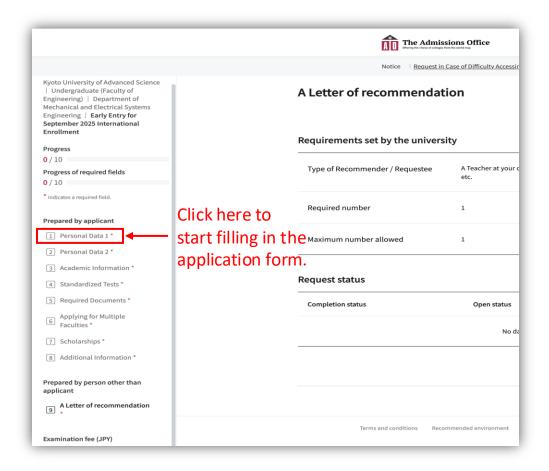
If you are not the intended recipient or if you have any questions about this email, please contact the International Admissions Office.

Inquiries should be directed to:

International Admissions Office

<a href="mailto:</a>
<a href="mailto:linearing-

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



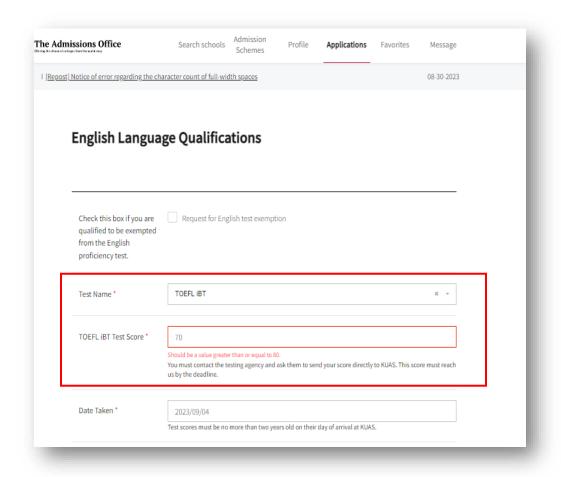
Next, click on "1
Personal Data" in the
"Prepared by applicant"
section on the left side
of the screen and start
filling in the form. Fields
marked with an asterisk
are required.

are you currently a resident of Japan? *	Yes No	
specify other status of esidence *		
esidence "	Should be 50 characters or less	Length of characters: 0 / 50
esidence Card Number *		
	Should be 12 characters or less	Length of characters: 0 / 12
esidence card copy *		
	PDF	
lease upload a copy of your residen	ce card. The scanned copy must be in color and include both side of the card. jpg.,pdf can be uploaded. Files need to be no larger than 20MB.	

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.

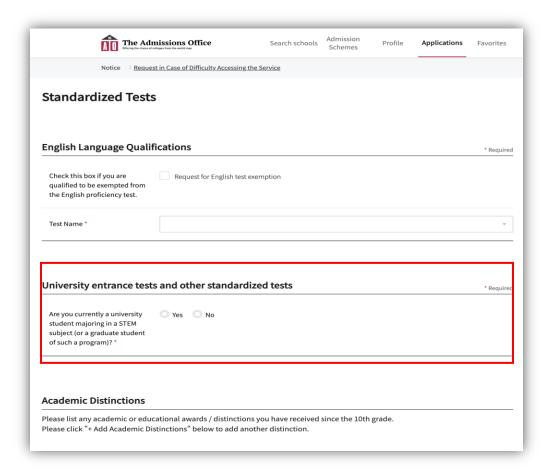
Click here.

#### "I closed my page while I was still typing. What now?" The Admissions Office Admission Click on the Applications Search schools Profile Favorites Message Schemes "Applications" in the top menu, My applications and you will be Completed Incomplete able to resume filling in your Application Application status Admission Scheme Application Deadline Message application from Kvoto University of the "Incomplete" Advanced Science Undergraduate (Faculty application list. of Engineering) Department of Unread: 0 Mechanical and Electrical message(s) Systems Engineering | **KUAS Application Entry** for September International Enrollment



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.

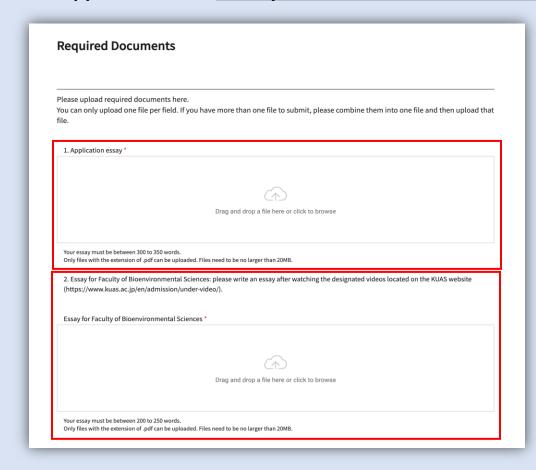


If you are applying to the <u>Faculty of</u>
<u>Engineering</u>, you <u>must</u> submit your standardized test results (or predicted results, if you have yet to take the test). For other faculties, submission of standardized test results is optional.

	required documents here. oload one file per field. If you have more than one file to submit, please combine them into one file and then upload tha
1. Application	essay*
	Drag and drop a file here or click to browse
	be between 300 to 350 words. e extension of .pdf can be uploaded. Files need to be no larger than 20MB.
	culty of Bioenvironmental Sciences: please write an essay after watching the designated videos located on the KUAS website kuas.ac.jp/en/admission/under-video/).
Essay for Facu	Ity of Bioenvironmental Sciences *
	Drag and drop a file here or click to browse
	Drag and drop a menere or crick to browse

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.

## For applicants to the Faculty of Bioenvironmental Sciences:



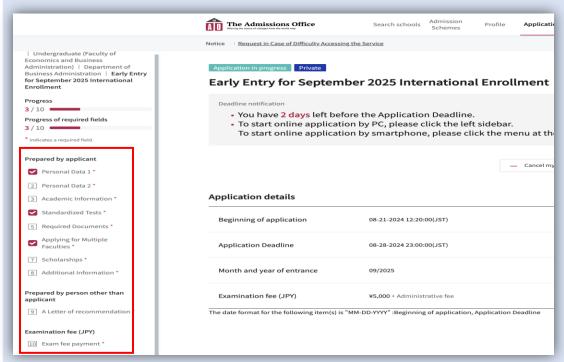
Please be sure to submit **both** the application essay as well as the essay for the Faculty of Bioenvironmental Sciences by uploading them to the appropriate sections.

Prepared by applicant	Applying for Scholarships and Multiple Faculties
1 Personal Data 1 *	
2 Personal Data 2 *	
3 Academic Information *	If applicants wish to apply for two faculties, they must make and complete separate applications for each faculty (separate application fee will apply).
4 Standardized Tests *	Applicants may not apply to KUAS in more than one entry period (ex. applicants may not apply to one faculty in Early Entry and one in
5 Required Documents *	Regular Entry, but they may apply to two faculties in one entry).  If an applicant applies to more than two faculties in any one entry period, only two applications among them will be considered. KUAS
Applying for Scholarships and Multiple Faculties *	will decide which applications will be considered without prior notice.
7 Additional Information *	Are you applying for another Yes No faculty at KUAS? *
Prepared by person other than applicant	
8 A Letter of recommendation *	
Examination fee (JPY)	Save and go to next
9 Exam fee payment *	

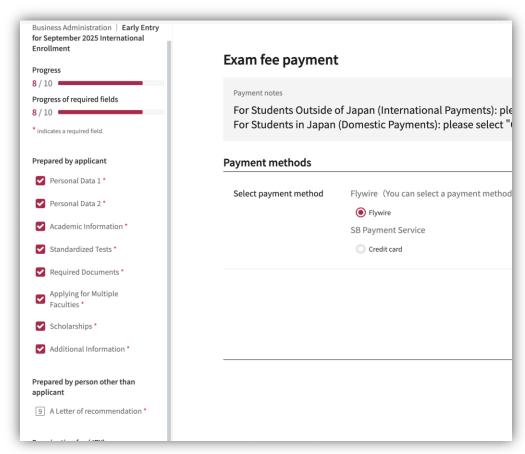
Be sure to indicate whether you will be applying for multiple faculties or not in the "Applying for Scholarships and Multiple Faculties" section. If you would like to apply for two faculties, please make sure that your first and second choices are both indicated accurately on each application.

For applicants to the Faculty of Bioenvironmental Sciences: you must select <u>one department</u> within the Faculty. Please note that, while you can apply for another faculty, you may not make two applications for different departments within the Faculty of Bioenvironmental Sciences.

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

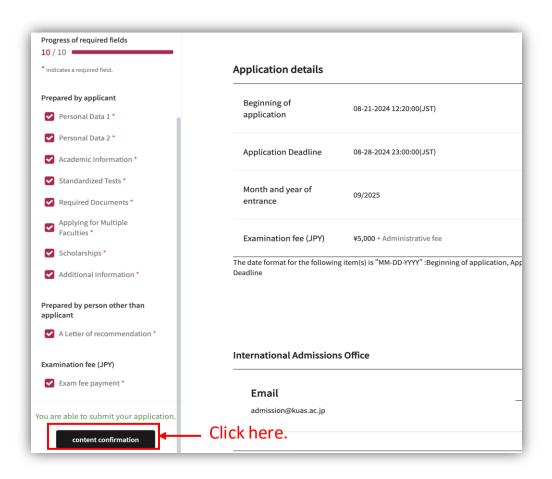


The forms do not have to be filled out in order. Please proceed from the page you can enter. The pages you have finished filling out will be marked with a red check. If you want to change the information you have entered, click on that page again to correct it.



Note: Separate payments are required for each application.

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.



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

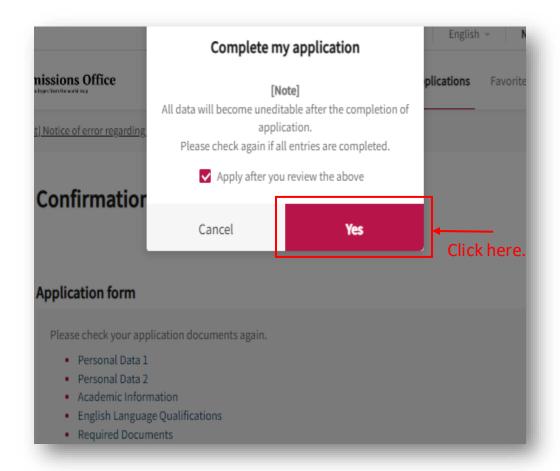
### **Confirmation of contents**

## **Application form** Please check your application documents again. Personal Data 1 Personal Data 2 Academic Information Standardized Tests Required Documents • Applying for Multiple Faculties Scholarships Additional Information **Documentation Request Form** Please check your application documents again. • A Letter of recommendation Please check all the documents again. Yes, I have checked. Continue editing Complete my application

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.



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

If you would like to apply for one more faculty, please repeat the process outlined in this manual for your additional application.