KUAS
KYOTO UNIVERSITY of ADVANCED SCIENCE

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: https://www.kuas.ac.jp/en/admission/grad/

Click here to download the Application Guidelines

3. Prepare the required documents

View Bioenvironmental Sciences Videos

4. Submit your application online

-For Applicants-
· Download the manual (PDF)
· Watch the video manual (Youtube)

-For Teachers (Recommenders)-
· Download the manual (PDF)
· Watch the video manual (Youtube)

5. Pay the application fee

6. Take an online interview

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.

Search schools > Details

Private

Kyoto University of Advanced Science

___ **Department/Course**

Undergraduate (Faculty of Engineering)	>
Graduate school Graduate School of Engineering	>
Undergraduate (Faculty of Economics and Business Administration)	>
Undergraduate (Faculty of Bioenvironmental Sciences)	>

___ **Move Ahead**

Kyoto University of Advanced Science (KUAS) is an accredited private university which was founded in 1969 in Kyoto, Japan. In April of 2020, KUAS established the new Faculty of Engineering, where students can learn about the most advanced technologies through a practical study program. At KUAS' Faculty of Engineering, students will be able to study in a wide range of engineering fields and prepare themselves to compete on the global stage.

Top-tier professionals who can create useful innovations for the future are in high demand worldwide. KUAS Faculty of Engineering offers a high degree of flexibility in specialization so that students can gain exposure to a wide range of knowledge and obtain expertise in the various sub-disciplines essential to becoming professionally balanced engineers. With this systematic, multidisciplinary program that spans 13 fields, students can acquire collaboration skills, practical problem-solving skills and a global perspective. KUAS will provide its students with a professional and practical education to help them grow into leaders of innovation and ensure that they are capable of taking on the

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.

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).

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: https://admissions-office.net/en/faq/top

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

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.

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

A Letter of recommendation

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

Click here.

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

A Letter of recommendation

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

* 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

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		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.

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.

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?"

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

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.

Standardized Tests

English Language Qualifications * Required

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

Test Name *
[dropdown]

University entrance tests and other standardized tests * Required

Are you currently a university student majoring in a STEM subject (or a graduate student of such a program)? *
○ Yes   ○ No

Academic Distinctions

Please list any academic or educational awards / distinctions you have received since the 10th grade.
Please click "+ Add Academic Distinctions" below to add another distinction.

If you are applying to the **Faculty of Engineering**, you **must** 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

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. Application essay *

⤒
Drag and drop a file here or click to browse

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.

2. Essay for Faculty of Bioenvironmental Sciences: please write an essay after watching the designated videos located on the KUAS website (https://www.kuas.ac.jp/en/admission/under-video/).

Essay for Faculty of Bioenvironmental Sciences *

⤒
Drag and drop a file here or click to browse

Your essay must be between 200 to 250 words.
Only files with the extension of .pdf can be uploaded. Files need to be no larger than 20MB.

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 <u>Faculty of Bioenvironmental Sciences</u>:

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. Application essay *

⤒

Drag and drop a file here or click to browse

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.

2. Essay for Faculty of Bioenvironmental Sciences: please write an essay after watching the designated videos located on the KUAS website (https://www.kuas.ac.jp/en/admission/under-video/).

Essay for Faculty of Bioenvironmental Sciences *

⤒

Drag and drop a file here or click to browse

Your essay must be between 200 to 250 words.
Only files with the extension of .pdf can be uploaded. Files need to be no larger than 20MB.

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.

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.

Applying for Scholarships and Multiple Faculties

Prepared by applicant

1. Personal Data 1 *
2. Personal Data 2 *
3. Academic Information *
4. Standardized Tests *
5. Required Documents *
6. Applying for Scholarships and Multiple Faculties *
7. Additional Information *

Prepared by person other than applicant

8. A Letter of recommendation *

Examination fee (JPY)

9. Exam fee payment *

If applicants wish to apply for two faculties, they must make and complete separate applications for each faculty (separate application fee will apply).
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).
If an applicant applies to more than two faculties in any one entry period, only two applications among them will be considered. KUAS will decide which applications will be considered without prior notice.

Are you applying for another faculty at KUAS ? *   ○ Yes   ○ No

Save and go to next

For applicants to the Faculty of Bioenvironmental Sciences: you must select **one department** 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.

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.

Note: Separate payments are required for each application.

Application details

Beginning of application	08-21-2024 12:20:00(JST)
Application Deadline	08-28-2024 23:00:00(JST)
Month and year of entrance	09/2025
Examination fee (JPY)	¥5,000 + Administrative fee

The date format for the following item(s) is "MM-DD-YYYY" :Beginning of application, App Deadline

International Admissions Office

Email

admission@kuas.ac.jp

Progress of required fields

10 / 10

* indicates a required field.

Prepared by applicant

☑ Personal Data 1 *
☑ Personal Data 2 *
☑ Academic Information *
☑ Standardized Tests *
☑ Required Documents *
☑ Applying for Multiple Faculties *
☑ Scholarships *
☑ Additional Information *

Prepared by person other than applicant

☑ A Letter of recommendation *

Examination fee (JPY)

☑ Exam fee payment *

You are able to submit your application.

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
- 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.

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

Cancel | **Yes**

← Click here.

Confirmation

Application form

Please check your application documents again.

- Personal Data 1
- Personal Data 2
- Academic Information
- English Language Qualifications
- Required Documents

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.