

# **2026 Kyoto University of Advanced Science Graduate School**

## **Application Guidelines**

**Graduate School of Business Administration  
(April Enrollment)**



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# Admission Policy

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## Kyoto University of Advanced Science Graduate School

### Academic Goals

The purpose of the Graduate School of Kyoto University of Advanced Science is to teach and research academic theory and its application in specialized fields, to pursue knowledge to its limits, and contribute to the advancement of society, in accordance with the Basic Act on Education and the School Education Law, and in keeping with the founding spirit of Kyoto University of Advanced Science.

We seek individuals who are highly motivated to contribute to society through the acquisition of cutting-edge knowledge and skills in their respective fields of study.

## Graduate School of Business Administration

### Academic Goals

The Graduate School of Business Administration aims to nurture talented individuals with theoretical and practical expertise in the field of business administration, as well as individuals who can demonstrate an entrepreneurial spirit and lead reforms, regardless of the size or the age of the organization, in relation to various phenomena that arise inside and outside of management organizations in the midst of significant changes in the social environment, including internationalization, information technology, and the lack of compliance. The objective of the program is to nurture professionals who will be leaders of reforms, and who will innovate by implementing new knowledge into society in the midst of digital transformation and the development of new materials.

This Graduate School sets forth an admission policy in response to the fact that an educational curriculum will be established with attention to differences in the status of specialized courses in the undergraduate program.

1. Those who have a strong desire to master theory and practice business management.
2. High level of English proficiency in order to be awarded an internationally recognized master's degree.
3. Those who have the qualities to engage with strong intellectual motivation and a social role in educational courses and programs aimed at fostering professionals who will innovate by implementing new knowledge in society and are capable of friendly competition with each other.
4. Those who have a wide range of knowledge and can utilize basic knowledge and abilities in specialized fields such as business administration.

# Scholarships

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As a result of the selection process, scholarships will be awarded to students with particularly outstanding grades and achievements. However, only those who have applied for the scholarship at the time of application will be considered. **Please make sure to select whether you wish to apply for the scholarship in the “Scholarship section” of your application when you apply online.**

Beyond KUAS-E Scholarship, we also provide “Super KUAS-E Scholarship” for exceptionally outstanding students. The Scholarship amounts are shown in the table below.

Scholarships	Description	Amount, etc.
Super KUAS-E Scholarship	Exceptionally qualified candidates among scholarship applicants	• 100% exemption from entrance fees and school fees • A financial support stipend of 600,000 yen per semester
KUAS-E Scholarship	Students who serve as role models for other graduate students at this university in terms of research and academic performance	Type ①: 100% exemption from entrance fees and school fees Type ②: 50% exemption from entrance fees and school fees

\*Students receiving financial aid from their employers are not eligible for these scholarships.

\*“School fees” refers to tuition, facility fees and laboratory fees.

\*Recipients will be subject to a performance review every semester.

\*Scholarships may be revoked if the recipient does not maintain consistently high academic performance and act as a model for other students.

# Pre-application Review

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Those who wish to apply to the Graduate School of Business Administration must submit a “Graduate School of Business Administration application documents for Pre-application Review” (KUAS standardized form) and undergo review before applying.

## ■ Pre-application Review Application Schedule

Schedule	Application Period for Pre-application Review	Result Announcement
Entry Period A	2025/8/15(Fri.) – 8/22(Fri.)	2025/9/5(Fri.)
Entry Period B	2025/11/28(Fri.) – 12/5(Fri.)	2025/12/19(Fri.)
Entry Period C	2026/1/23(Fri.) – 1/30(Fri.)	2026/2/6(Fri.)

\*All documents must arrive within the designated period and be sent by **simplified registered express mail**.

\*Please clearly indicate on the envelope: “**contains pre-application review documents for the Graduate School of Business Administration.**”

## ■ Required Documents for Pre-application Review

	Required Document	Notes
1	CV	Must be KUAS standardized form Access our website and download the form ( <a href="https://www.kuas.ac.jp/admissions/downloads/">https://www.kuas.ac.jp/admissions/downloads/</a> )
2	Statement of purpose	within 2,000 words, on A4 paper, free format
3	A copy which shows the official score of TOEIC® L&R/S&W, TOEFL iBT®, IELTS, Eiken or Duolingo English Test	

## ■ Announcement of Result of Pre-application Review

The result will be sent to the applicant by postal mail. No other methods of notification will be used.

# Application Guidelines

## ■ Graduate Schools Calling for Applications and Admission Capacity

Graduate School	Department	Admission Capacity
Business Administration	Business Administration	20 persons

\*The admission capacity above includes the capacity of the one-year course.

## ■ Eligibility

Applicants must have an academic background that satisfies at least one of categories (1) to (11) or be expected to meet one of the following criteria by the end of March 2026 and must have completed the pre-application process indicated in (12).

Applicants must:

- (1) have graduated from a university
- (2) have been awarded a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education
- (3) have completed a 16-year school education outside Japan
- (4) have completed a 16-year school education of an overseas school through taking a distance learning program offered by the relevant overseas schools in Japan
- (5) have completed a program at the Japanese campus of an institution designated by the Minister of Education, Culture, Sports, Science and Technology as equivalent to an overseas university
- (6) have been awarded a degree equivalent to a bachelor's degree by completing a course of study at a foreign university, etc. with a duration of 3 years or more (5 years for admission to a doctoral course in medicine, dentistry, pharmacy, or veterinary medicine)
- (7) have completed a specialized program at a specialized training college designated by the Japanese Minister of Education, Culture, Sports, Science and Technology after the date designated by said minister
- (8) have completed schooling under the old system of education
- (9) have graduated from the National Defense Academy, the Japan Coast Guard Academy, the Meteorological College, or other ministry college
- (10) be at least 22 years old and approved through the graduate school's individual eligibility screening procedures as having academic ability equivalent to or higher than a college graduate.
- (11) have been recognized by KUAS as having earned the prescribed credits with excellent grades and have been enrolled in a university for 3 years or more or have completed 15 years of school education outside Japan.
- (12) have undergone pre-application review and received approval to apply.

\*Applicants who apply according to categories (10) or (11) above must undergo "Individual Eligibility Screening" (see [page 9](#) for details) in advance.

## ■ Application Schedule

Schedule	Application period <sup>*1</sup>	Exam Date <sup>*2</sup>	Announcement of Results	Admission Procedures
Entry Period A	<b>2025/9/12 (Fri.) – 9/29 (Mon.)</b> *Documents must be postmarked by 9/30 (Tue.). *In-person submission accepted by 10/1 (Wed.)	2025/10/11 (Sat.)	2025/10/21 (Tue.)	<1st Procedure> 2025/11/4(Tue.)
				<2nd Procedure> 2025/11/14(Fri.)
Entry Period B <sup>*2</sup>	<b>2026/1/5 (Mon.) – 1/19 (Mon.)</b> *Documents must be postmarked by 1/20 (Tue.). *In-person submission accepted by 1/21 (Wed.)	2026/1/31 (Sat.)	2026/2/16 (Mon.)	<1st Procedure> 2026/2/27(Fri.)
				<2nd Procedure> 2026/3/6(Fri.)
Entry Period C <sup>*2</sup>	<b>2026/2/9 (Mon.) – 2/23 (Wed, National Holiday)</b> *Documents must be postmarked by 2/24 (Tue.). *In-person submission accepted by 2/25 (Wed.)	2026/3/5 (Thu.)	2026/3/13 (Fri.)	<1st Procedure> 2026/3/23(Mon.)
				<2nd Procedure> 2026/3/23(Mon.)

\*Kyoto Uzumasa Campus Admissions Office hours: 8:30 am - 5:00 pm (except Saturdays, Sundays, and national holidays) (**Japan Standard Time**)

\*1 For applicants from outside Japan, application documents must arrive by the final day of the application period.

\*2 Entry Period B and C are eligible only to applicants residing in Japan. However, Japanese nationals residing overseas are eligible to apply for all schedules.

## ■ Selection Method

Applicants will be judged comprehensively based on an interview-based examination and a review of submitted documents.

### Applicants residing in Japan

Time	Examination	
10:00 AM (JST) ~ *Tentative	Interview Exam	The exam will focus on the applicant's future research plans.

\*Those who arrive more than 20 minutes late after the exam begins will not be allowed to take the exam.

### Applicants residing outside Japan

The interview exam will be conducted online.

The time will be set between 10:00 AM to 5:00 PM (**Japan Standard Time**).

## ■ Exam Site

Applicants residing in Japan: Kyoto University of Advanced Science (Uzumasa Campus)

Applicants residing outside Japan: Online

## ■ Required Documents

- Please use the name as shown on your passport when filling out the application documents.
- All documents must be written in either Japanese or English. **If written in another language, Japanese or English translation must be attached.**

	Document	Notes
1	Application form and photo sheet	
2	Certificate of graduation or expected graduation	*Must be issued and sealed by the applicant's university *Applicants who have completed graduate school must also submit a certificate of graduation from the graduate school
3	Academic transcripts	*Must be issued and sealed by the applicant's university *Applicants who have completed graduate school must also submit the transcripts of the graduate school
4	Research plan	*Must be written in A4 size, within 2,000 words, Free format.
5	Application form for One-year Course	*Only applicants who apply for this program need to submit
<b>Additional Documents for Those Employed</b>		
*If applicants work in a government office, company, etc., they need to submit "6 Letter of Permission to Apply" below along with other documents.		
6	Letter of permission to apply	*Must be issued by the head of the organization if currently employed at a government office, company, etc.
<b>Additional Documents for International Students</b>		
*International students need to submit "the documents 7 – 10" below along with other documents.		
7	Personal information form for international students	*Must be standardized form available on our website: <a href="https://www.kuas.ac.jp/admissions/downloads/">https://www.kuas.ac.jp/admissions/downloads/</a>
8	Copy of passport	*Must be a copy of the page which shows photo
9	Copy of both sides of residence card	<b>*Only applicants residing in Japan need to submit</b>
10	Certificate of residence or certificate of items stated in resident register	<b>*Only applicants residing in Japan need to submit</b> *Must be issued within the last 3 months and must include information on residence status and period of stay

## ■ Application Fee

35,000 JPY

\*If applicants have graduated from or are expected to graduate from KUAS, the fee is 5,000 JPY.



# Internet Application

## ■ Online Application Procedures

### (1) Access the Online Application Page

Access our website page “admissions website”: <https://www.kuas.ac.jp/admissions>

► Click on "Online Application" ► Click on "Online Application" ► Proceed to the Online Application page

### (2) Review the Application Guidelines and Enter Required Information

Confirm the graduate school and program you wish to apply for and enter all required information.

### (3) Payment of Application Fee

Confirm the application fee on the screen. Choose one of the following payment methods and complete the payment by the deadline:

- Credit Card
- Convenience Store (Pay at the register)
- Pay-easy

**\*For applicants applying from overseas, payment must be made by credit card only.**

**\*Once paid, the examination fee will not be refunded under any circumstances.**

<b>Notes on paying the application fee</b>	In addition to the application fee, a system usage fee of 1,000 JPY (tax included) is required, regardless of the payment method. However, if the total payment amount exceeds 50,000 JPY when paying at a convenience store, an additional revenue stamp is required. Receipt of the examination fee payment does not need to be submitted. Please keep it safely as your personal record.
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### (4) Print the Application Form, Photo Sheet, and Examination voucher

Ensure that your photo appears correctly on the printed application form and photo sheet, and that there are no errors on the printed examination voucher.

**\*Make sure to bring the printed examination voucher on the day of the exam.**

**\*For online interview exam, have the ticket ready at hand during the exam.**

**\*These documents can be printed up until the day before the examination.**

### (5) Submit the Application Documents

Check the required documents in the application guidelines and ensure there are no omissions.

If you send it by mail, use **Simplified Registered Express Mail**.

If submitting in person, bring the documents to the Admissions Office at **Kyoto Uzumasa Campus**.

### (6) Important Notice

If any false information is found in the application documents, the application will be rejected. If discovered after the examination, the results will be invalidated, and admission will be revoked.

**\*Even if the online application is completed, failure to complete steps (3), (4), and (5) by the deadline will result in automatic cancellation of the application.**

# Notes on Application Procedures

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## ■ Consideration for Persons with Physical Disabilities

- (1) If you have a physical disability and wish to be taken into consideration when taking your examination, be sure to consult with the Admissions Office at least one month prior to the start of the application period for the examination schedule.
- (2) If you were injured in an accident after you applied and wish for your consideration, etc. to be taken into consideration when taking your examination, be sure to consult with the Admissions Office.
- (3) If you take multiple types of examinations, please contact and consult with the Admissions Office by every examination.
- (4) Please note that we may not be able to satisfy every request for accommodation.

## ■ Rescheduling the Entrance Examination and Refund of Application Fee

Please contact the Admissions Office if you cannot come and take the examination due to getting disease (Influenza, Norovirus infection, COVID-19, cold, etc.) or injured. The examination date will be transferred to another date, or the application fee relevant to the examination will be refunded.

### Rescheduling the Entrance Examination and Refund of Application Fee

- (1) Please contact the Admissions Office by 10:00 am (**Japan Standard Time**) on the day of the examination.

**TEL: 075-406-9270**

**Email Address: [nyushi@kuas.ac.jp](mailto:nyushi@kuas.ac.jp)**

\*If applicants are absent without contacting the Admissions Office, it will be regarded as the normal absence.

- (2) Please submit a medical certificate that clearly states the name of the illness and the period of treatment. (including the date of the entrance examination for which you were absent)

# Individual Eligibility Screening

Applicants who apply according to Eligibility (10) (11) must be screened according to the following.

Please enclose the “Application documents for Pre-application review” along with documents for this application.

## ■ Application Schedule for Individual Eligibility Screening

Schedule	Application Period	Announcement of Results
Entry Period A	2025/8/15(Fri.) – 8/22(Fri.)	2025/9/5(Fri.)
Entry Period B	2025/11/28(Fri.) – 12/5(Fri.)	2025/12/19(Fri.)
Entry Period C	2026/1/23(Fri.) – 1/30(Fri.)	2026/2/6(Fri.)

\*All documents **must be received by the deadline** and **mailed by registered express mail**.

\*The envelope should be clearly indicated “Documents for Individual Eligibility Screening for Graduate School Application” on it.

## ■ Application Documents

For those applying based on Eligibility Category (10)

- ① Application form for Individual Eligibility Screening (CV) (Must be our standardized form)
- ② Certificate of graduation of the last institution attended or certificate of enrollment (with the enrollment period specified)  
(must be issued by applicant’s school and officially sealed)
- ③ Academic transcripts from the last school attended (must be issued by the school and officially sealed)

For those applying based on Eligibility Category (11)

- ① Application form for Individual Eligibility Screening (CV) (Must be our standardized form)
- ② Certificate of enrollment (with period of enrollment clearly indicated)
- ③ Academic transcripts (must be issued by applicant’s university and officially sealed)
- ④ A statement of the number of courses and credits expected to be earned in the 3rd year (using our standardized form, based on the applicant's declaration)

\*Those who have passed the entrance examination based on the Eligibility (11) are **provisionally admitted and will be officially admitted at the end of March 2026** after the grades of the credits earned in the 3rd year are confirmed. Therefore, applicants must submit their academic transcripts by **March 13, 2026 (Fri.)**. Provisionally accepted applicants will be selected from those who have achieved particularly outstanding results in their academic examinations.

## ■ Notification of Application Results

The results of the application will be notified by mail only.

# Long Term Student Program

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**International students with a residence status of “Student” are not eligible to apply.**

The Long-term Student Program is a system for students who have difficulty completing their graduate school curriculum within the standard course of study (2 years) due to occupational or other reasons, and who plan to take 3 to 4 years to complete the course of study.

## ■ Application Eligibility

Applicants must satisfy **one** of Eligibility (1) – (3) below.

Applicants must:

- (1) have an occupation
- (2) be recognized by the university president as having difficulty completing the program within the standard course of study due to circumstances such as childcare or nursing care
- (3) have other unavoidable circumstances (physical disability, illness, etc.) that are recognized by the President as making it difficult for them to complete their program in the standard course of study.

## ■ Program Planning Period

3 or 4 years (by the year), including the standard minimum enrollment period of 2 years.

## ■ Application Procedure

Please contact the respective graduate school office by March 1, 2026.

- Graduate School of Economics: 075-406-9230
- Graduate School of Business Administration: 075-406-9123
- Graduate School of Human Culture: 075-406-9118
- Graduate School of Bioenvironmental Sciences: 0771-29-3422
- Graduate School of Engineering: 075-496-6217

## ■ Payment of Tuition and Other Fees

The amount of tuition and other fees for the Long-term Study Program period is determined by taking the standard tuition fee for the Program and dividing it by the Long-term Study Program period.

## ■ Other

Additional fees may be charged for each year of study beyond the standard term of study.

# Notes on Application Procedures

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## ■ Arriving and Leaving

- ① Please be aware of transportation disruptions due to weather conditions, etc., and arrive at the examination site with plenty of time to spare.
- ② Please assemble and enter the examination room by the designated time. The time of assembly will be announced on the examination voucher. The administration method of the exam will be explained, and questions will be distributed, etc. from the time of assembly.
- ③ Those who arrive more than 20 minutes late after the interview begins will not be allowed to take the exam.
- ④ Except under special circumstances, no one will be allowed to leave the examination room during the examination.

## ■ Other

- ① Make sure to bring your examination voucher on the day of the examination.  
If you forget it, please come and report to the Admissions Office before the exam starts.
- ② Applicants who abandon the examination fail to take the required number of subjects, or cheat will be disqualified, and all subjects will be invalidated.
- ③ Chaperones must wait in the designated area.
- ④ Please note that we have nothing to do with the flyers distributed in the vicinity of the exam side or at nearby train stations, etc., advertising student housing, etc.
- ⑤ On the day of the examination, please follow all the instructions of the proctors.

# Announcement of Results via Web (PC & Smartphone)

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## ■ Announcement of Entrance Examination Results

- (1) Admission procedure documents will be sent by post to successful applicants. Please note that **no notification of acceptance or rejection will be sent by mail**; check your results via the online result announcement system.
- (2) The admission procedure documents may arrive after the day following the announcement of results. We appreciate your understanding.
- (3) Results will not be posted on campus bulletin boards.
- (4) Inquiries regarding admission results by phone or other means will not be accepted.
- (5) Admission results will not be announced for absentees or disqualified applicants.

## ■ Online (PC & Smartphone) Application Results Portal

This service can be accessed via a PC or smartphone with an internet connection. Please read the following instructions carefully before accessing the system.

- (1) This service will be available from 10:00 AM (**JST**) on the day of the results announcement.
- (2) The system may be congested immediately after the service starts. If you have difficulty accessing it, please wait a moment and try again later.
- (3) Please visit our website and navigate to “Admissions Information” → “Result Notification.”  
<https://www.kuas.ac.jp/>
- (4) We will not respond to inquiries regarding access status, smartphone compatibility, or similar issues.
- (5) We will not accept any admission procedures submitted after the deadline due to user errors such as incorrect operation, input mistakes, or misreading of the results.
- (6) Please note that some smartphone models may not be compatible with this service.
- (7) This system does not provide voice guidance.

# Documents Required to Prove Financial Support Capability

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After being accepted, international students must submit the following documents as part of the admission procedures. All the documents must be issued within 3 months prior to the submission deadline and must be submitted by the designated deadline.

Failure to submit the required documents may result in cancellation of admission. Please prepare well in advance.

## **Required Documents**

- ① The document proving the relationship between the financial sponsor and the admitted student
- ② Original bank balance certificate of the financial sponsor (This must be original. A copy is not allowed.)
- ③ Document verifying the financial sponsor's occupation
- ④ Original document verifying the financial sponsor's income (This must be original. A copy is not allowed.)

# Admission Procedures

## ■ Tuition (TBD 2026)

\*Tuition and other fees are subject to change. Please refer to **the Admission Procedure Guidelines**.

\*Initial payments will be made in **two steps**: <1st payment: Admission fees> <2nd payment: Tuition>

### (For non-KUAS / Kyoto Gakuen Alumni)

		Annual Fee	Breakdown of Annual Fees			Notes
			Upon entry (for the first semester)		Payable in October	
			1st Payment	2nd Payment		
Admission fee		200,000	200,000	-	-	Only paid at time of admission
School fees	Tuition	1,500,000	-	750,000	750,000	
Total		1,700,000	200,000	750,000	750,000	

### (For KUAS/Kyoto Gakuen Alumni)

		Annual Fee	Breakdown of Annual Fees			Notes
			Upon entry (for the first semester)		Payable in October	
			1st Payment	2nd Payment		
Admission fee		100,000	100,000	-	-	Only paid at time of admission
School fees	Tuition	1,500,000	-	750,000	750,000	
Total		1,600,000	100,000	750,000	750,000	



## 【One-year course】

### (For non-KUAS / Kyoto Gakuen Alumni)

		Annual Fee	Breakdown of Annual Fees			Remarks
			Upon entry (for the first semester)		Payable in October	
Admission fee		200,000	200,000	-	-	Only paid at time of admission
School fees	Tuition	2,920,000	-	1,460,000	1,460,000	
Total		3,120,000	200,000	1,460,000	1,460,000	

### (For KUAS/Kyoto Gakuen Alumni)

		Annual Fee	Breakdown of Annual Fees			Remarks
			Upon entry (for the first semester)		Payable in October	
			1st Payment	2nd Payment		
Admission fee		100,000	100,000	-	-	Only paid at time of admission
School fees	Tuition	2,920,000	-	1,460,000	1,460,000	
Total		3,020,000	100,000	1,460,000	1,460,000	

## ■ Declining Enrollment

If applicants wish to decline admission after completing the second admission procedure, their fees will be refunded (except for the admission fee) if their request to decline is received by the KUAS Uzumasa Campus Admissions Office by 5:00 pm, March 31, 2026 (**JST**). (Request to decline must arrive by this date.) For details, please refer to **the Admission Procedure Guidelines** (sent to successful applicants).

## Research Advisors List

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Please select your preferred academic advisor from the list below.

The first choice is required; second and third choices may be provided if possible.

Faculty Members	Academic Title	Area of Research
Yasuyuki Kato	Professor	Finance, Asset Management, ESG Investment
Yoshihiro Tokuga	Professor	International Accounting, Financial Accounting
Kazuhiko Mori	Professor	Brand Management, Marketing Management, Service Design
Hiroko Shimizu	Professor	International Economics, Economic Policy, Environmental Economy
Yoshimi Igawa	Professor	Organizational Behavior, Small and Medium Enterprises, Innovation
Qi Wu	Associate Professor	Managerial Accounting, Environmental Accounting, Sustainability Management
Gautam Ray	Professor	Economic Growth, Social Development, Social Capital
Parissa Haghirian	Professor	Japanese Management, Market Entry Japan, Cross-cultural Management and Marketing
David ML Williams	Associate Professor	Data Science and Visualization, Digital Twins, Cognitive Psychology

## Privacy Policy

KUAS may use personal information collected from applicants to:

- contact relevant candidates in the case of submission of incomplete application documents. In some cases, we will contact the university or other institution to which the student concerned belongs.
- contact the applicant regarding their results notification.
- mail enrollment documents to successful applicants.
- perform data aggregation/processing (individual data will be anonymized).
- send guidance regarding Entrance Ceremonies, Insurance, etc.
- send and communicate various post-enrollment documentation.
- create a list of students and to provide guidance for students after admission to the school.
- provide personal information and entrance examination results to contractors for data processing. The data provided to these contractors will only be used for the purpose commissioned by KUAS, and for no other purposes. KUAS selects contractors based on their ability to ensure adequate security management and protection of personal information.

Personal information related to applications will not be provided to any third party without the prior consent of the applicant. However, this does not apply when there are special circumstances stipulated in the Act on the Protection of Personal Information and the "Regulations Concerning the Protection of Personal Information of Nagamori Gakuen Educational Foundation", such as (1) when required by law or (2) when it is necessary to protect the life, body, or property of an individual when it is difficult to obtain the consent of the individual.

Please contact the KUAS Admissions Office with any questions you may have about the university's handling of personal information.



Kyoto Uzumasa Campus 18 Yamanouchi Gotanda-cho, Ukyo-ku, Kyoto City, Kyoto Prefecture 615 -8577

Kyoto Kameoka Campus 1 -1 Nanjo Otani, Sogabe-cho, Kameoka City, Kyoto Prefecture 621 -8555

Homepage <http://www.kuas.ac.jp/>

Admissions Office Contact Tel.: 075-406-9270

E-mail: [nyushi@kuas.ac.jp](mailto:nyushi@kuas.ac.jp)