

Kyoto University of Advanced Science Graduate School Application Guidelines for September 2026 Enrollment

**Graduate School of Business Administration
Master's Program
(September Enrollment)**



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Admission Policy

Kyoto University of Advanced Science Graduate School Academic Goals

Academic Goals

Based on the founding spirit of the University and in accordance with the fundamental education laws of Japan, the purpose of this graduate school is to teach and research academic theory and application in specialized fields, and to contribute to the advancement of society through in-depth study of such knowledge.

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 (Master's Program)

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 the theory and practice of 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

Based on the results of the selection process, scholarships will be awarded to applicants who demonstrate outstanding academic performance or notable achievements. Please note that **only those who indicate their intention to apply for the scholarship at the time of application will be considered for the screening**. Therefore, Make sure to select either "you wish to apply" or "you do not wish to apply" in the "Scholarship" section of the application form.

Among the scholarship applicants, those who are deemed exceptionally outstanding will be eligible for the Super Top Scholarship, which offers a higher amount of financial support. The scholarship amounts are listed on the table below. Please note that scholarships may be revoked depending on the student's academic performance and other circumstances after enrollment.

Scholarship Name	Description	Amount, etc.
Super KUAS-E Scholarship	Scholarship candidates who demonstrate outstanding excellence	100% exemption from admission fee and school fees* , and financial support stipend of 600,000 JPY per semester
KUAS-E Scholarship	Intended for applicants who will act as a role model for other students at KUAS in terms of research and academic achievement.	Type ①: 100% exemption from admission fee and school fees Type ②: 50% exemption from admission fee and school fees

*"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.

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

Pre-application Review

Applicants who wish to apply to the Graduate School of Business Administration must submit the designated “Pre-application review application documents” prior to submitting their formal application. All applicants are required to undergo a pre-application review process before proceeding with the official application.

■ Application Period for Pre-application Review

	Application period for pre-application review	Announcement of results
Entry Period “A”	2026/3/9 (Mon.) — 2026/3/19 (Thu.)	2026/3/30 (Mon.)
Entry Period “B”	2026/5/11 (Mon.) — 2026/5/20 (Wed.)	2026/5/29 (Fri.)

*Please send the documents by **Simplified Registered Express Mail** (Kani-Kakitome Sokutatsu) so that they arrive within the designated submission period.

*On the envelope, clearly write: “**Contains Pre-application Review Documents for the Graduate School of Business Administration**”.

■ Required Documents for Pre-application Review

- ① CV (must be the designated form by KUAS)

*Please print out the required documents from our official website: <https://www.kuas.ac.jp/admissions/downloads/>

- ② Statement of purpose (within 2,000 words, on A4 paper, any format)

- ③ A copy of the official score of TOEIC® L&R/S&W, TOEFL iBT®, or IELTS score report

***All the documents above must be received by the deadline.**

■ Announcement of results of Pre-application Review

The results will be announced to the individual by mail only. We wouldn't do it any other way.

Graduate School of Business Administration

Application Guidelines

■ Graduate school calling for applications and admission capacity

Graduate School	Division	Admission Capacity*
Business Administration	Business Administration	20 persons

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

■ Eligibility

Applicants must have an academic background that satisfies at least **one** of categories (1) to (11) below by the time of their enrollment. In addition, applicants must satisfy the requirements under (12) for Pre-application Review.

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 curriculum in a foreign country
- (4) have completed a 16-year school education curriculum of a foreign country through distance learning provided by a foreign institution while residing in Japan
- (5) have completed a program at a foreign university's Japan campus designated by the Minister of Education, Culture, Sports, Science and Technology (MEXT) as equivalent to a university
- (6) have been awarded a degree equivalent to a bachelor's degree by completing a program of at least three years at a foreign university or equivalent institution (five years for doctoral programs in medicine, dentistry, pharmacy, or veterinary medicine)
- (7) have completed a specialized course at a vocational school designated by the Minister of Education, Culture, Sports, Science and Technology
- (8) have completed an old-system school or equivalent institution
- (9) have completed programs at government-affiliated institutions such as the National Defense Academy, Japan Coast Guard Academy, or Meteorological College
- (10) aged 22 or older who have been recognized by this graduate school, through individual qualification screening, as having academic ability equivalent to or higher than that of a university graduate
- (11) have studied at a university for at least three years or completed a 15-year school education curriculum in a foreign country, and who have earned the prescribed credits with excellent academic performance, as recognized by this graduate school

Additionally, applicants must:

- (12) have undergone a pre-application review and received permission to apply

*Applicants who apply according to categories (10) or (11) above must undergo **"Individual Eligibility Screening"** (see page 10 for more details) before applying for the exam. Applicants who fall under this category must notify the Admissions Office prior to the scheduled date of their Pre-application review.

*Regarding the application, applicants must consult with their desired advisors about research plans and etc.

■ Application Schedule

	Application period ^{*1}	Examination (interview) date ^{*1}	Announcement of results	1st Admission Procedure	2nd Admission Procedure
Entry Period "A"	2026/4/1 (Wed.) ~ 2026/4/13 (Mon.) *The application documents must be received by 4/13(Mon.) without fail.	2026/4/22 (Wed.)	2026/5/8 (Fri.)	2026/5/20 (Wed.)	2026/5/29 (Fri.)
Entry Period "B"	2026/6/1 (Mon.) ~ 2026/6/15 (Mon.) *The application documents must be received by 6/15 (Mon.) without fail.	2026/6/24 (Wed.)	2026/7/7 (Tue.)	2026/7/17 (Fri.)	2026/7/31 (Fri.)

*Kyoto Uzumasa Campus Admissions office hours: 8:30 am - 5:00 pm (except Saturdays, Sundays, and national holidays)

*Please note that Schedule B is only eligible to applicants residing in Japan. However, Japanese nationals residing outside Japan are also eligible to apply.

■ Selection Method

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

[Applicants currently residing in Japan]

Time	Examination	
10:00 am ~ *Tentative	Interview exam	This interview exam will be focused on the applicant's research plan.

*The applicants who arrive more than 20 minutes after the exam begins will not be allowed to take the exam.

[Applicants currently residing outside of Japan]

Applicants will take the interview exam online. The exam time will be set between 10:00 am and 5:00 pm (**Japan Standard Time**).

■ Exam Site

[Applicants currently residing in Japan]

Kyoto University of Advanced Science (Kyoto Uzumasa Campus)

[Applicants currently residing outside of Japan]

Online

■ Required Documents

- ① Application form and photo form
- ② Certificate of graduation (or expected graduation) of the undergraduate program
 - *Must be issued and sealed by the university
 - *Applicants who have completed graduate school must also submit a certificate of graduation from their graduate school.
- ③ Official academic transcripts of the undergraduate program
 - *Must be issued and sealed by the university
 - * Applicants who have completed graduate school must also submit the academic transcript from their graduate school.
- ④ Research plan (within 2,000 words, on A4 paper, any format)
- ⑤ One-year course Application Form *Only applicants who want to apply for this course must submit

Applicants who are currently employed must also submit the following ⑥:

- ⑥ Letter of approval from the department head (For applicants who are currently working for a government agency or company)

International students must also submit the following ⑦ ~ ⑩:

- ⑦ Personal Information Form for International Students (designated form by the university)
 - *Please download and print the form from our website: <https://www.kuas.ac.jp/admissions/downloads/>
 - ⑧ A copy of the passport page showing the applicant's photograph
 - ⑨ (For applicants residing in Japan) A copy of both sides of the Residence Card (latest version)
 - ⑩ (For applicants residing in Japan) A copy of the Certificate of Residence or a Certificate of Items Stated in the Certificate of Residence
- Make sure to use the name on your passport to fill in the application form.
- All the documents must be in Japanese or English. Japanese or English translation must be attached for all other languages.

■ Application Fee

35,000 JPY

*Once the application fee is paid, it will not be refunded for any reason.

*For those who have graduated from (or are expected to graduate from) Kyoto University of Advanced Science, the fee will be 5,000.

Application Procedure

***Must be applied by application form only.**

■ For Applicants currently residing in Japan

(1) Application Fee

Please use the application form for Autumn enrollment and transfer the application fee to the university's designated bank account by **telegraphic transfer** within the application period. The fee will not be refunded under any circumstances.

(2) Submission of Application Documents

Please check the required application documents in this Application Guidelines and ensure that there are no deficiencies.

If sending by mail, you must use **simplified registered express mail** (*Kani Kakitome Sokutatsu*).

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

(3) Examination voucher

After confirming that the submitted application documents are complete, we will mail the examination voucher. Please make sure that the information on the ticket is correct.

*If any false information is found in the application documents, the applicant will not be allowed to take the examination. If discovered after the examination, the examination will be invalidated, and both the admission decision and enrollment will be cancelled.

■ Applicants currently residing outside of Japan

(1) Application Fee (35,000 JPY).

In the case of international payments, the application fee can be paid by your credit/debit card or other international payment options available through Flywire. Complete the payment by Flywire at the time of payment. The Flywire system allows applicants to make payments from most banks, offers competitive exchange rates, and provides 24-hour user support.

URL: <https://kuas-japanese.flywire.com>

Enter "KW 72 A 111" in the Examinee's Number field.

*If Applicants are from one of the countries indicated below, pay attention to the following information.

China: An invoice issued by KUAS will be required if you choose to pay using an international bank wire. Please contact us for the issuance of an invoice.

Vietnam: An invoice issued by KUAS will be required if you choose to pay using an international bank wire. Please contact us for the issuance of an invoice.

*In some countries, some international payment options, including credit/debit cards, are not available.

Select one of the payment methods available in your region according to the options displayed on Flywire.

NOTE

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

* All the charges involved in payment transactions (bank transfer fees, bank commissions, remittance fees, etc.) must be paid by the applicants.

(2) Submission of Application Documents

Please refer to this Admission Guidelines to confirm the required application documents and ensure that there are no deficiencies.

Documents must be sent via International Express Mail (EMS) and must arrive at the Admissions Office of Kyoto University of Advanced Science within the application period.

Mailing Address

Admissions Office

Kyoto University of Advanced Science

18 Yamanouchi Gotandacho, Ukyo-ku, Kyoto-shi, Kyoto 6158577, JAPAN

(3) Examination Voucher

After confirming that the submitted application documents are complete and meet the requirements stated in the Admission Guidelines, the university will send the examination admission ticket via email.

Please make sure to check that the information on the ticket is accurate.

*If any false information is found in the application documents, the applicant will not be allowed to take the examination. If discovered after the examination, the examination will be invalidated, and both the admission decision and enrollment will be canceled.

Notes on Application Procedures for Applicants Residing in Japan

■ 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 examination, you need to report to the Admissions Office by every examination.
- (4) Please understand that we may not be able to satisfy every request for accommodation.

■ Changing the Entrance Examinations and Refunds of Application Fees

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.

Changing the Examination Date and Refunds of Application Fees

- (1) Please call the admissions office by 10:00 am on the day of the examination. (075-406-9270)
※If you are absent without contacting us, 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 require an individual eligibility screening must undergo a preliminary review in accordance with the procedures outlined below. Before mailing any documents, applicants must contact the Admissions Center of the university to confirm the types of documents required for the application.

Please note that the names of documents ② and ③ listed below may vary depending on the issuing institution, so special attention should be paid to this matter.

■ Entry Period

Entry Period “A” : 2026/3/9 (Mon.) — 2026/3/19 (Thu.)

Announcement of the result: **2026/3/30 (Mon.)**

Entry Period “B” : 2026/5/11 (Mon.) — 2026/5/20 (Wed.)

Announcement of the result: **2026/5/29 (Fri.)**

*All documents must be sent by Simplified Registered Express Mail and must arrive within the designated application period.

*Please clearly write “Application for Individual Eligibility Screening for Graduate School Admission Enclosed” on the envelope.

■ Application Form

For those applying based on Eligibility Category (10)

- (1) Application for Individual Eligibility Screening (CV) *must be our designated form
- (2) Certificate of graduation of last school attended or certificate of enrollment *must specify the enrollment period
*In the case of certificates of withdrawal or expulsion, the period of enrollment must also be specified
*must be issued by the school and sealed by the school
- (3) Certificate of academic transcripts from last school attended
*must be issued by the school and officially sealed)
*In some cases, the additional interview or documents may be requested. In such cases, please follow any instructions given.

For those applying based on Eligibility Category (11)

- (1) Application for Individual Eligibility Screening (CV) *must be the designated form by KUAS
- (2) Certificate of enrollment *must specify the enrollment period
- (3) Academic Transcripts from last school attended *must be issued and sealed by the school
- (4) A statement of the number of courses and credits expected to be earned in the third year (on a form designated by KUAS and to be submitted by the applicant.

< NOTE >

Those who have passed the entrance examination according to the Eligibility Category (11) are provisionally admitted, and will be officially admitted at the end of August, 2026 after we confirm the grades of the credits earned in the third year. Therefore, applicants must submit their academic transcripts by 2026/9/3 (Thu.). Provisionally accepted applicants will be selected from those who have achieved particularly outstanding results in their academic examinations.

*Applicants must submit either (3) or (4), depending on which is more applicable to their situation.

*In some cases, the additional interview or documents may be required. In such cases, follow any instructions given.

■ Announcement of the result of Individual Eligibility Screening

The results of the Individual Eligibility Screening will be notified to the applicants by mail. We wouldn't do it any other way.

Long-term Student Program

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. This system allows such students to complete their curriculum over a planned period of 3 to 4 years.

■ Eligibility

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; **OR**
- (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.

* International students (with "Student" residence status) are not eligible to apply for this program.

■ Program Length

3 or 4 years, including the standard enrollment period (2 years).

■ Application Procedure

Please contact the respective graduate school office by 2026/7/31 (Fri.).

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 (eg, $3 \div 2 = 1.5$, etc).

■ Other Notes

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

Notes on Entrance Examination

■ 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. on the day of the exam.
- (3) Those who are late more than 20 minutes after the start of the examination will not be allowed to take the examination.
- (4) Except under special circumstances, no one will be allowed to leave the examination room during the examination.

■ Other Items

- (1) Be sure to bring your examination voucher on the day of the examination. If you forgot your examination voucher, please report to the Admission Office before the examination begins.
- (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) Please wait in the designated area for your chaperone.
- (4) KUAS has nothing to do with the flyers distributed in the vicinity of the examination center or at nearby train stations, etc., advertising student housing, etc.
- (5) On the day of the examination, please follow the instructions of the proctors.

Announcements of Results

■ Announcement of Entrance Examination Results

- (1) Successful applicants will receive documents regarding admission procedures by mail. Please note that notification of acceptance or rejection will not be sent by post. Kindly check your results via the Web-based Result Notification Service.
- (2) Documents related to admission procedures may arrive on or after the day following the announcement of results. We appreciate your understanding.
- (3) Results will not be posted on campus.
- (4) Inquiries regarding examination results by phone or other means will not be accepted.
- (5) Examination results will not be provided for absentees or disqualified applicants.

■ Web-Based Result Notification (PC / Smartphone)

This service is available via internet-connected personal computers and smartphones.

Please read the instructions carefully and access the system correctly.

- (1) The service will be available from 10:00 a.m. on the result announcement date of the respective entrance examination.
- (2) Access may be congested immediately after the service begins. If you experience difficulty accessing the site, please try again after a short interval.
- (3) Visit the university's official website and navigate to "Admissions Information" → "Result Notification":
<https://www.kuas.ac.jp/admissions>
- (4) The university will not respond to inquiries regarding access status or compatibility with specific smartphone models.
- (5) If you fail to complete enrollment procedures by the deadline due to misoperation, input errors, or misreading of the result, your enrollment will not be accepted.
- (6) Please note that some smartphone models may not be compatible with this service.
- (7) This system does not provide voice guidance.

Required Documents for the Certificate of Solvency

After being accepted, **international students must submit the following documents as part of the admission procedures.** All the documents must be issued within three months of submission and must be submitted by the submission deadline for admission procedure documents.

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 payment is made in two steps: <First payment: admission fees> <Second payment: tuition, etc.>

(For non-KUAS / Kyoto Gakuen Alumni)

		Annual	Annual Breakdown			Remarks
			Upon entry (for the first semester)		Payable in April	
			1 st payment	2 nd payment		
Admission fee		200,000	200,000	—	—	*First year only
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	Annual Breakdown			Remarks
			Upon entry (for the first semester)		Payable in April	
			1 st payment	2 nd payment		
Admission fee		100,000	100,000	—	—	*First year only
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	Annual Breakdown			Remarks
			Upon entry (for the first semester)		Payable in April	
			1 st payment	2 nd payment		
Admission fee		200,000	200,000	—	—	*First year only
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	Annual Breakdown			Remarks
			Upon entry (for the first semester)		Payable in April	
			1 st payment	2 nd payment		
Admission fee		100,000	100,000	—	—	*First year only
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 you wish to withdraw from the program after completing the Second Payment, you must submit your request in writing by 5:00 pm JST on 2026/9/15 (Tue.) (your request must arrive by this date). In such a case, all fees (excluding the admission fee, which is non-refundable) will be returned. For details, please refer to the Admission Procedure Guidelines (sent to successful applicants).

Research Advisors List

Please select your preferred academic advisor(s) from the list below.

(First choice: mandatory / Second and third choices: optional, if applicable)

Faculty Members	Title	Area of Research
KATO Yasuyuki	Professor	Finance, Investment Management, ESG Investment Theory
TOKUGA Yoshihiro	Professor	International Accounting, Financial Accounting
MORI Kazuhiko	Professor	Brand Management, Marketing, Service Design
SHIMIZU Hiroko	Professor	International Economics, Economic Policy, Environmental Economics
IGAWA Yoshimi	Professor	Organizational Behavior, Small and Medium-sized Enterprise Studies, Innovation
WU Qi	Associate Professor	Management Accounting, Environmental Accounting, Sustainability Management
RAY Gautam	Professor	Economic Growth, Social Development, Social Capital
HAGHIRIAN Parissa	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:

- 1) contact applicants or their college if there are deficiencies or inaccuracies in their application documents;
- 2) send examination notifications to applicants;
- 3) release admission results to applicants;
- 4) send admission documents to successful applicants;
- 5) send information to new students and their guardians about the Entrance Ceremony and comprehensive insurance for students;
- 6) send information to students and their guardians following enrollment;
- 7) create name lists and other school documents for administrative and academic purposes after enrollment; and
- 8) perform data aggregation/processing (individual data will be anonymized).

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.

If you have any questions about the handling of personal information related to your application, please contact the Admission Center of Kyoto University of Advanced Science.



Kyoto Uzumasa Campus

Kyoto Kameoka Campus

Homepage

Admissions Center Contact

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

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

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