

Kyoto University of Advanced Science 2025 Admission Procedure Guidelines



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Documents to be submitted

(There is a specified form for some documents. Please use these forms when submitting said documents. Check the “For Admitted Students” portal for these forms.)

① Written Pledges, Declaration of Consent Concerning the Provision of Personal Information to Third Parties

② Student ID Registration Form

③ Immunization Record

④ Medical Certificate

In addition to the “Kyoto University of Advanced Science 2025 Admission Documents”, please also submit the following documents.

⑤ Passport Copy

⑥ Digital Photo

⑦ Application for Certificate of Eligibility (COE) and Online Document Submission Form

⑧ Certificate of Solvency

⑨ Scholarship Recipient Certificate <Applicable students only, not required for recipients of KUAS scholarships>

⑩ Scholarship Pledge <Applicable Students Only>

⑪ Graduation Certificate(s)

⑫ Official Academic Transcripts

⑬ Standardized Test Results <Applicable Students Only>

⑭ Residence Card Copy <only for students with a valid Japanese visa>

For New Students: Applicants who have Japanese nationality or a valid Japanese residential status (other than “Student”) are not required to submit ⑧.

For Current KUAS Students: ④ is not required if you have taken/will take a health examination at KUAS in April 2025.

Congratulations on your acceptance to Kyoto University of Advanced Science.

Please be informed of the KUAS admission procedures below.

If you have any questions, please contact our International Admissions Office (below).

The following procedures are required before admission. These procedures must be completed by the specified deadlines.

First Procedure: Payment of the admission fee

Second Procedure: Payment of school fees, etc., not including the admission fee

Document Submission: Online submission of required documents and submission of required documents by post

In addition, the University may send you notices and information prior to your entrance ceremony. In such cases, these notices will be sent to the address you provided at the time of filing your application. In the event that you change your address (including your email address), please contact the International Admissions Office (below).

General Inquiries and Mailing Address

Kyoto University of Advanced Science, International Admissions Office

18 Yamanouchi Gotanda-cho, Ukyo-ku, Kyoto 615-8577, JAPAN

TEL: +81-75-496-6221 E-mail: admission@kuas.ac.jp

Office hours: Mon. to Fri. 8:30-17:00 (JST)

Closed on Saturday, Sunday, and national holidays

Depending on the content of your inquiry, we may transfer your inquiry to the relevant University department.

I. Procedures for Admission and Payments

1) Admission Flow

- ① Announcement of results
- ② The first procedure (payment of the admission fee)
- ③ The second procedure (payment of tuition fees, etc.)
- ④ Online submission of required documents
- ⑤ Submission of required documents by post
- ⑥ Entrance ceremony (Wednesday, September 10, 2025)

Admission Categories		First Procedure Deadline	Second Procedure Deadline	Online Submission Deadline	Postal Submission Deadline
Admissions for Undergraduate Program	Early Entry	Jan 17, 2025 (Friday)	Feb 14, 2025 (Friday)	May 9, 2025 (Friday)	July 25, 2025 (Friday) Only send documents by postal mail after receiving direction from the university
	Regular Entry	Apr 4, 2025 (Friday)	Apr 25, 2025 (Friday)	May 9, 2025 (Friday)	
	Final Entry	May 9, 2025 (Friday)	May 30, 2025 (Friday)		
Admissions for Graduate Programs	Internal Selection	Nov 4, 2024 (Monday)	Nov 15, 2024 (Friday)	May 9, 2025 (Friday)	
	Early Entry	Mar 14, 2025 (Friday)	Apr 11, 2025 (Friday)	May 9, 2025 (Friday)	
	Regular Entry	May 9, 2025 (Friday)	May 30, 2025 (Friday)		

Note:

- The second procedure and document submission cannot be completed until the first procedure is done. All procedures must be done in order.
- If all procedures are not completed by their deadline, your admission will be considered void, and it will be understood that you have no intention of entering the University.
- The first procedure fee (admission fee) will not be refunded under any circumstances.
- All submitted documents will not be returned.
- For Undergraduate students only: The Enrollment Deposit for Super KUAS-E and 100% KUAS-E Scholarship recipients must be paid by the first procedure deadline. The deposit will be returned to the student approximately one month after enrollment. However, the deposit will not be returned in the case of withdrawal before the start of the semester, or if the student's enrollment cannot be confirmed.

2) First and Second Procedure Payments

The first and second procedures involve the payment of the admission fee*, school fees, association fees, etc. A "Letter of Admission" will be issued to those who have completed the first and second procedures. They will be sent after the deadline for the second procedure of each Entry Period.

*Including the Enrollment Deposit (only for undergraduate Super KUAS-E and 100% KUAS-E Scholarship recipients)

How to pay the admission fee, school fees, association fees, etc.:

Kyoto University of Advanced Science uses Flywire to regulate the payment of school fees.

To make a payment, please check the invoice sent to you by the university and complete the payment procedures from the URL or the QR code on your invoice.

- The due dates for payment are shown above as well as on your invoice. Please note that payments made after the deadline will not be accepted.
- Regarding the payment of spring and fall school fees, the Kyoto University of Advanced Science Financial Affairs Division will send an invoice to you in early April and mid-September of each year.
- We will not issue a receipt for payment of the above-mentioned admission procedure fees as these payments will be made through Flywire. We will ask you to submit your receipt of payment or receipt of remittance if you decline admission, so please keep these safe. Please let us know if you need any documents to apply for various scholarships not provided by Kyoto University of Advanced Science.

If you wish to transfer the funds from a Japanese financial institution, please transfer the funds to the bank account below.

Bank Name	京都銀行本店営業部 (きょうとぎんこうほんてんえいぎょうぶ)
Account Type	普通預金 (ふつうよきん)
Account Number	5280346
Beneficiary Name	京都先端科学大学 (きょうとせんたんかがくだいがく)

Note:

- Please ensure that the transfer is made in the name of the applicant and that their application number is written at the end of the applicant's name.
- Applicants must bear all charges involved in payment transactions (remittance fees, commissions, etc.).

Association Fees:

The collection of Association Fees is entrusted to the university by the university's various associations. First-year students must pay their association entrance fees as well as their annual membership fees and operating reserve fee at the time of their admission to KUAS. From the second year onwards, students only need to pay their annual membership fees and operating reserve fee together with their fall semester tuition.

• Student Guardian Association

The Student Guardian Association is an organization in which all parents and guardians are enrolled to improve and enrich student life at KUAS. The admission fee (paid only once at the time of admission), annual membership fees, and operating reserve fees are used to support students in a variety of ways, such as the subsidization of student activities (grants for seminars and club activities, purchases of club equipment and supplies, awards for outstanding club performance, bus fare subsidies, and subsidies for school festivals and graduation parties), the support of students' education (scholarships) and aid for students employment and obtain qualifications. These funds also support the public relations magazine "Campus News," the holding of member exchange events, the payment of condolence money for students and guardians, and donations for university anniversary projects and campus enrichment initiatives.

In addition, if multiple children from the same family enroll at KUAS at the same time, the Student Guardian Association will provide a refund for the admission fee for one of those children.

• Student Council

The Student Council is a student self-governing body run by KUAS students on their own initiative, with the goal of "promoting the development and improvement of student life in general through mutual democratic activities." Every student admitted to KUAS must enroll in the Student Council. Council admission fees (only collected once upon admission to KUAS) and membership fees are used for a broad variety of Student Council activities, club expenses, school festivals, etc.

• Academic Societies

In addition to university organizations, the Faculty of Economics and Business Administration also organizes the Academic Society comprised of faculty members and students. Through its own independent activities, the Society is involved in various projects to enrich education and research.

• Alumni Association

With the goal of "promoting mutual friendship among members and contribute to the development of the alma mater," the Alumni Association issues an annual newsletter and holds commemorative events, presents graduation memorabilia, provides scholarships to current students, commends outstanding club achievements, provides grants to school festivals, holds graduation alumni parties, and holds activities for prefectural residents. The Alumni Association also supports the activities of each club. All graduates of KUAS are alumni. The Alumni Association membership fee (25,000 JPY) is payable as a lifetime membership fee at the time of payment of school fees for the fall semester of a student's senior year.

3) Payment List for Undergraduate Program

Below is the school fees chart for the 2025 academic year.

- Tuition fees for Super KUAS-E Scholarship and KUAS-E Scholarship recipients are different from those listed below.

◇ Faculty of Engineering

*Currency = JPY

First Year		Annual	Annual Breakdown			Remarks	
			Upon Entry (Fall Semester) (For the first semester)		Spring Semester		
			First Payment	Second Payment			
Admission Fee (a)		260,000	260,000	-	-	one-time payment	
School Fees	Tuition Fee	940,000	-	470,000	470,000		
	Facility Fee	300,000	-	150,000	150,000		
	Laboratory Fee	100,000	-	50,000	50,000		
	Subtotal (b)	1,340,000	-	670,000	670,000		
Association Fees	Student Guardian Association	Entrance Fee	20,000	-	20,000	-	one-time payment
		Membership Fee	7,500	-	7,500	-	
		Operating Reserve Fee	5,000	-	5,000	-	
	Student Council	Entrance Fee	13,000	-	13,000	-	one-time payment
		Membership Fee	4,000	-	4,000	-	
	Subtotal (c)		49,500	-	49,500	-	
Total (a + b + c)		1,649,500	260,000	719,500	670,000		

School fees (tuition fees, facility fees, and laboratory fees) for the 2nd to 4th school years for the Faculty of Engineering are as follows:

*Currency = JPY

Annual payment from the 2 nd year onwards	School Fees			Total
	Tuition fee	Facility fee	Laboratory fee	
		940,000	300,000	220,000

◇ Faculty of Bioenvironmental Sciences

*Currency = JPY

First Year	Annual	Annual Breakdown			Remarks		
		Upon Entry (Fall Semester) (For the first semester)		Spring Semester			
		First Payment	Second Payment				
Admission Fee (a)	260,000	260,000	-	-	one-time payment		
School Fees	Tuition Fee	1,020,000	-	510,000	510,000		
	Facility Fee	140,000	-	70,000	70,000		
	Laboratory Fee	100,000	-	50,000	50,000		
	Subtotal (b)	1,260,000	-	630,000	630,000		
Association Fees	Student Guardian Association	Entrance Fee	20,000	-	20,000	-	one-time payment
		Membership Fee	7,500	-	7,500	-	
		Operating Reserve Fee	5,000	-	5,000	-	
	Student Council	Entrance Fee	13,000	-	13,000	-	one-time payment
		Membership Fee	4,000	-	4,000	-	
	Subtotal (c)	49,500	-	49,500	-		
Total (a + b + c)	1,569,500	260,000	679,500	630,000			

School fees (tuition fees, facility fees, and laboratory fees) for the 2nd to 4th school years for the Faculty of Bioenvironmental Sciences are as follows:

*Currency = JPY

Annual payment from the 2 nd year onwards	School Fees			Total
	Tuition fee	Facility fee	Laboratory fee	
		1,040,000	330,000	160,000

◇ Faculty of Economics and Business Administration

*Currency = JPY

First Year		Annual	Annual Breakdown			Remarks	
			Upon Entry (Fall Semester) (For the first semester)		Spring Semester		
			First Payment	Second Payment			
Admission Fee (a)		260,000	260,000	-	-	one-time payment	
School Fees	Tuition Fee	824,000	-	412,000	412,000		
	Facility Fee	60,000	-	30,000	30,000		
	Subtotal (b)	884,000	-	442,000	442,000		
Association Fees	Student Guardian Association	Entrance Fee	20,000	-	20,000	-	one-time payment
		Membership Fee	7,500	-	7,500	-	
		Operating Reserve Fee	5,000	-	5,000	-	
	Student Council	Entrance Fee	13,000	-	13,000	-	one-time payment
		Membership Fee	4,000	-	4,000	-	
	Academic Societies	Membership Fee	2,000	-	2,000	-	
	Subtotal (c)		51,500	-	51,500	-	
Total (a + b + c)		1,195,500	260,000	493,500	442,000		

School fees (tuition fees and facility fees) for the 2nd to 4th school years for the Faculty of Economics and Business Administration are as follows:

*Currency = JPY

Annual payment from the 2 nd year onwards	School fees		Total
	Tuition fee	Facility fee	
		824,000	320,000

In order to reduce the burden of the payment in the year of admission (admission fee + school fees, etc.), the facility fee for the year of admission is allocated at a lower amount so that the amount to be paid in each of the four years is roughly equal.

Notes:

- The admission fee will only be charged once at the time of admission.
- Enrollment deposit for Super KUAS-E and 100% KUAS-E Scholarship awardees is 100,000 JPY.
- School fees (tuition fee, facility fee, and laboratory fee) are paid every half year, with 1/2 of the above-listed amount set as spring semester fees and fall semester fees.
- The amount paid at the time of the admission procedure includes the admission fee, fall semester fee, and association fees.
- Each fee is subject to change.
- Association fees are collected annually. In the 4th year, an Alumni Association lifetime membership fee (25,000 JPY) will be collected. Membership fees are subject to change.
- The University collects donations every year. Donations are voluntary and are not accepted before admission. For more information, please contact the International Office.

4) Payment List for Graduate Programs

◇ Graduate School of Engineering, Division of Mechanical and Electrical Systems Engineering

Master's Program

*Currency = JPY

First Year		Annual	Annual Breakdown			Remarks
			Upon entry (Fall Semester) (For the first semester)		Spring Semester	
			First Payment	Second Payment		
Admission Fee (a)		200,000	200,000	-	-	one-time payment
School Fees	Tuition Fee	650,000	-	325,000	325,000	
	Facility Fee	150,000	-	75,000	75,000	
	Laboratory Fee	200,000	-	100,000	100,000	
	Subtotal (b)	1,000,000	-	500,000	500,000	
Total (a + b)		1,200,000	200,000	500,000	500,000	

School fees (tuition fee, facility fee, and laboratory fee) for the 2nd school year of the Master's Program are as follows:

*Currency = JPY

Annual payment for the 2 nd year	School Fees			Total
	Tuition fee	Facility fee	Laboratory fee	
		650,000	150,000	200,000

Doctoral Program

*Currency = JPY

First Year		Annual	Annual Breakdown			Remarks
			Upon entry (Fall Semester) (For the first semester)		Spring Semester	
			First Payment	Second Payment		
Admission Fee (a)		200,000	200,000	-	-	one-time payment
School Fees	Tuition Fee	650,000	-	325,000	325,000	
	Facility Fee	150,000	-	75,000	75,000	
	Laboratory Fee	200,000	-	100,000	100,000	
	Subtotal (b)	1,000,000	-	500,000	500,000	
Total (a + b)		1,200,000	200,000	500,000	500,000	

School fees (tuition fee, facility fee, and laboratory fee) for the 2nd and 3rd school years of the Doctoral Program are as follows:

*Currency = JPY

Annual payment from the 2 nd year onwards	School Fees			Total
	Tuition fee	Facility fee	Laboratory fee	
		650,000	150,000	200,000

Notes:

- The admission fee will only be charged once at the time of admission. The fee for graduates of KUAS is 100,000 JPY.
- School fees (tuition fee, facility fee, and laboratory fee) are paid every half year, with 1/2 of the above-listed amount set as spring semester fees and fall semester fees.
- The amount paid at the time of the admission procedure includes the admission fee and fall semester fee.
- Each fee is subject to change.
- The University collects donations every year. Donations are voluntary and are not accepted before admission. For more information, please contact the International Office.

SCHOLARSHIP RECIPIENTS:

Admission procedure fees for scholarship recipients are calculated by subtracting the amount provided by their scholarship from the amount the student paid in advance during their admission procedure. Please see the Notice of Scholarship Selection Results for details.

Undergraduate Super KUAS-E and 100% KUAS-E scholarship recipients must pay an enrollment deposit due by the first procedure deadline. The deposit will be refunded to enrolled students approximately one month after their enrollment. However, please note that this deposit can only be refunded as a lump sum of 100,000 Japanese yen to the student's Japanese bank account created after their arrival in Japan. The deposit will not be refunded in the case of withdrawal before the start of the semester, or if the student's enrollment cannot be confirmed.

To those who wish to apply for the Alumni Association's Admission Fee Refund Program

***Undergraduates only**

If a student's parents, grandparents, or siblings graduated from Kyoto University of Advanced Science, Kyoto Gakuen University, or Kyoto Bunka Junior College; or if they are currently enrolled in Kyoto University of Advanced Science; or if two siblings enroll at Kyoto University of Advanced Science the same time (only one is eligible for a refund), the student may submit a post-admission application to have their admission fee refunded. This refund can only be provided after the student has completed their first and second admission procedures (including the payment of all fees) and entered the university. If a student does not enter the university for some reason, they will not be eligible for this refund.

Students who wish to apply should contact the International Admissions Office **by Friday, September 19, 2025**, following their entrance ceremony. Any application after this date will not be accepted and therefore, their admission fee will not be refunded.

* Graduate students are not eligible for this program.

5) GAKKENSAI Supplementary Comprehensive Insurance for Students

Students whose visa residence status is "Student" are required to join the GAKKENSAI supplementary comprehensive insurance for students in case of an accident in which the students may be held liable for damages. This is not the National Health Insurance in which international students who will stay in Japan for more than 3 months must enroll. Details on how to enroll will be provided separately after enrolling at KUAS.

II. Admission Procedure Documents

The documents required for admission are numbered from ① to ⑭ below. Please carefully read the following instructions to prepare them as there are paper-based and online submissions.

Please note that the KUAS has specified a template for documents ① to ④, ⑦ and ⑩ (Check the “For Admitted Students” portal for these forms: “Kyoto University of Advanced Science 2025 Admission Documents”).

Please see page 3 for each submission deadline.

Instructions about how to submit:

Online submissions

Please submit data-based documents by providing a link to a filesharing service of your choice (Google Drive, etc.) by the date stated in “1) Admission Flow”. You will need to use a personal account or create one. When sharing the documents, please make sure that the link will be accessible (i.e. no password, no special permissions). The link should be indicated in the Application for Certificate of Eligibility and Online Document Submission Form (Microsoft Forms).

Paper-based submissions

Send documents by postal mail as soon as you have been directed by university staff to do so. For signatures on physical documents, please make sure they have been signed by hand.

Document Title	Content	How to Submit
① Written Pledges*	<p>Please sign these pledges with the full understanding that, in order to nurture students with technical expertise, practical language proficiency, and fundamental international skills, Kyoto University of Advanced Science carries out a rigorous evaluation of students. We also ask the guarantors of undergraduate students to agree to these pledges.</p> <p>-----</p> <p>Please write the date the pledge was filled out.</p> <p>Electronic signatures are NOT accepted.</p>	By post and online (both required)
① Declaration of Consent Concerning the Provision of Personal Information to Third Parties*	<p>Following admission, Kyoto University of Advanced Science may disclose students’ academic results to their guarantors (guardians) every semester. For those who refuse disclosure, please inform the University via this document. Please refer to page 15 for more information on the significance of the disclosure of students’ academic achievement and its relationship with the Personal Information Protection Law.</p> <p>-----</p> <p>Please write the date the document was filled out.</p> <p>Electronic signatures are NOT accepted.</p>	

<p>② Student ID Registration Form [With photo]</p>	<p>Please fill out this form so that the information will be current at the time of your enrollment (September 16, 2025). If you expect your family address, etc., to change between now and enrollment, please write the new address.</p> <p>-----</p> <ul style="list-style-type: none"> • Fill in all fields on a computer. • Insert your digital photo into the appropriate place on the form. • Submission both online and by post is required. <p>Online: Please submit the document as a PDF file. Mail: After filling the document in on a computer and inserting your photo, please print and post it to the International Admissions Office. Note: Please use the same photo as ⑥ Digital Photo</p>	<p>By post and online (both required)</p>
<p>③ Immunization Record</p>	<p>Please fill this form out digitally and submit the completed document online as a PDF file, as we require this data in digital form.</p>	<p>Online</p>
<p>④ Medical Certificate</p>	<p>Please receive a medical exam at an authorized medical provider AFTER June 1, 2025, and have the certificate of health form (provided by KUAS) filled out by your doctor/physician.</p> <p>Only the form prepared by KUAS will be accepted.</p> <p>Please be aware that students will not be able to enter the KUAS dormitories nor attend classes (including orientation) until they have correctly submitted the Medical Certificate.</p> <p>NOTE: X-ray must also be taken after June 1 as with the medical exam. No x-ray copies or other documents need to be sent to KUAS.</p> <p>Please send the form to KUAS by July 25, 2025.</p>	<p>By post</p>
<p>⑤ Passport Copy</p>	<p>Please submit a copy in color that shows your face clearly.</p>	<p>Online</p>
<p>⑥ Digital Photo (for COE application and student ID)</p>	<p>Please use a photo taken within the last 3 months that is 4 cm tall x 3 cm wide, in which your face can be clearly seen. Use a photo taken from the neck up. Hats are not allowed (except for religious or medical reasons). The background should be plain. Both color and black & white photos, as well as photos taken with a phone, are acceptable. This photo will be used for your student ID.</p> <p>Photo must follow the specifications for the COE application. See below for details.</p> <p>https://www.moj.go.jp/jisa/applications/status/photo_info_00002.html?hl=en</p>	<p>Online</p>
<p>⑦ Application for Certificate of Eligibility and Online Document Submission Form</p>	<p>This form is required to obtain a residence status visa in Japan. Please also use this form to submit your documents online.</p> <p>Form: https://forms.office.com/r/3kbdHNEQCL</p> <p>-----</p> <ul style="list-style-type: none"> • Please complete all fields in the Form and submit it to us by the online document submission deadline. 	<p>Online (Microsoft Forms)</p>

<p>⑧ Certificate of Solvency Must be issued AFTER April 1, 2025</p>	<p>Please submit the following four documents concerning the person responsible for paying your school fees. These documents must be issued after April 1, 2025 to certify your ability to support your studies at KUAS. Please submit originals, not copies, and certified English translation(s) along with the originals if they are not already in English.</p> <p>-----</p> <p>① Proof of funds in the form of a bank statement ② Proof of employment ③ Proof of income ④ A document showing the relationship between yourself and the person paying your school fees.</p> <p>For examples of the documents above, please see the Admitted Student Portal. The submitted documents cannot be returned.</p> <p>Those with Japanese citizenship and those who already have valid residence status in Japan (other than those on “Student” status) do not need to submit the above.</p>	<p>By post and online (both required)</p>
<p>⑨ Scholarship Recipient Certificate</p>	<p>Only recipients of scholarships provided by institutions outside Kyoto University of Advanced Science. Please submit certified English translation(s) if needed.</p>	<p>By post and online (both required)</p>
<p>⑩ Scholarship Pledge*</p>	<p>Only provided to Kyoto University of Advanced Science scholarship recipients.</p>	<p>By post and online (both required)</p>
<p>⑪ Graduation Certificate(s)</p>	<p>If not in English, a certified translation must be submitted.</p> <p>If the issuance of graduation certificates is handled by your country’s national/regional government or ministry of education, please have official copies issued for submission to KUAS.</p> <p>If official copies are not available, please submit a certified copy issued by an authorized institution or/and notarized copy. Unofficial copies will not be accepted.</p> <p>For the Doctoral program (other than current KUAS students), please also submit the graduation certificate(s) from your bachelor’s degree as well as your master’s degree.</p> <p>If you have not yet graduated, please submit your certificate(s) of graduation at your orientation.</p> <p>The submitted documents cannot be returned.</p>	<p>By post and online (both required)</p>
<p>⑫ Official Academic Transcripts</p>	<p>Please submit the final version. If not in English, a certified translation must also be submitted. If the issuance of academic transcripts is handled by your country’s national/regional government or ministry of education, please have official copies issued for submission to KUAS.</p> <p>If official copies are not available, please submit a certified copy issued by an authorized institution or/and notarized copy. Unofficial copies will not be accepted.</p> <p>For the Doctoral program (other than current KUAS students), please also submit the official academic transcripts from your bachelor’s degree as well as your master’s degree.</p> <p>If you have not yet graduated, please submit your final transcripts at your orientation.</p> <p>The submitted documents cannot be returned.</p>	<p>By post and online (both required)</p>

<p>⑬ Standardized Test Results</p>	<p>Applicants who submitted only their predicted scores at the time of application, or who were scheduled to receive their final scores after application, must submit their final scores.</p> <p>Their final scores must be originals or certified copies issued by an authorized organization.</p> <p>The submitted documents cannot be returned.</p>	<p>By post and online (both required)</p>
<p>⑭ Residence Card Copy</p>	<p>Holders of a Japanese visa resident status must submit a copy of their residence card. The copy must be <u>in color and include both sides of the card.</u></p>	<p>Online</p>

* If you make a mistake in any document and want to correct it, please do so by double-crossing out the mistake and writing the correct information next to it.

Notes:

- All documents must be written in English. If not in English, please submit a certified translation prepared by an appropriate organization.
- **Online submissions:** please put your application number and name on each file.

Example of file name

WA51A000_ BROWN Ashley_ Admissions Procedures Documents.pdf
WA51A000_ BROWN Ashley_ Passport Copy.pdf

- **Paper-based submissions:** **original documents** and/or certified or notarized copies are required. Please ensure that your documents are not just copies before sending.

In principle, documents cannot be returned once submitted. Please **DO NOT** submit vital documents that you cannot have reissued (For example: your diploma, etc.).

Mailing Address

Kyoto University of Advanced Science, International Admissions Office
18 Yamanouchi Gotanda-cho, Ukyo-ku, Kyoto 615-8577, JAPAN

Extension of Admission Procedure Deadlines

If you are unable to pay the admission fee or school fees by their respective due dates, please contact the International Admissions Office before the date when they are due. Deadlines may be extended, but only for reasons judged as valid by the University.

III. Personal Information Protection

1) Nagamori Gakuen Educational Foundation Personal Information Protection Policy

As an educational enterprise, Nagamori Gakuen Educational Foundation accumulates vast amounts of personal information. Even if only taking students and kindergarteners into account, there are many forms of data to consider, from basic personal information such as the names, addresses, dates of birth and gender to things like academic achievement, records of admission, the results of various examinations, records regarding special activities such as club activities, medical examination results, career paths, family status, family structure, employment information about guardians and guarantors via emergency contact information, and financial status through various applications for various scholarships.

While Nagamori Gakuen Educational Foundation proactively utilizes personal information gained through educational activities in order to realize better education, we deeply recognize that one of its most important responsibilities is to protect personal information from risks such as leakage, loss, and falsification. Therefore, the University shall establish a “Foundation Personal Information Protection Policy” and strive to protect and retain students’ personal information in an appropriate manner based on the following items.

This policy covers all personal information obtained, learned, or held during the educational activities of Nagamori Gakuen Educational Foundation and each school established by Nagamori Gakuen Educational Foundation, including any personal information pertaining to Nagamori Gakuen Educational Foundation and any faculty and staff under the employment of Nagamori Gakuen Educational Foundation.

1. Nagamori Gakuen Educational Foundation regards its Gakuen Board of Trustees as the organization tasked with the promotion of the protection of personal information and has appointed a personal information protection officer to ensure appropriate management of personal information.
2. Nagamori Gakuen Educational Foundation shall establish a “Personal Information Protection Policy” and require all its staff members to properly handle personal information, including the specification of the purpose of its use, the restriction of purpose of its use, the notification of the purpose of its use, the ensurance of its accuracy, the taking of measures to ensure its security, the restriction of its provision to third parties, and the disclosure, correction, or suspension of its use.
3. When the handling of personal information is entrusted to an outside entity, Nagamori Gakuen Educational Foundation shall narrow the scope of personal information to the minimum extent necessary, select outside entities that are judged to handle personal information appropriately, and compel said outside entity to appropriately manage any personal information, including the implementation of safety management and confidentiality management measures.
4. Nagamori Gakuen Educational Foundation shall implement appropriate security control measures for any personal information held and make efforts to prevent leakage, loss, or falsification.
5. Nagamori Gakuen Educational Foundation shall comply with all applicable laws, regulations, and guidelines established by the Ministry of Education, Culture, Sports, Science and Technology, and all other relevant ministries and agencies and observe all other applicable standards in connection with the protection of personal information.
6. Nagamori Gakuen Educational Foundation evaluates and reviews its personal information protection systems regularly. At the same time, Nagamori Gakuen Educational Foundation conducts training for teachers and staff to edify them about and increase their awareness of personal information protection.

Chairman, Nagamori Gakuen Educational Foundation

2) Handling and Protection of Personal Information at Kyoto University of Advanced Science

Kyoto University of Advanced Science uses the personal information of its students and their guarantors to the extent necessary for business operations, such as supporting our students’ education and research. Information obtained from the “Student ID Registration Form,” the “Basic Student Information” form and other forms submitted during the admission procedure are used as basic personal information pertaining to students and their guarantors. Furthermore, Kyoto University of Advanced Science also controls various personal information generated during the course of a student’s academic studies at the University, such as their academic results.

The University has always strictly managed and appropriately used personal information. However, following the full enactment of the “Personal Information Protection Law” on April 1, 2005, we have decided to take further action to protect everyone’s personal information to further enhance all related persons’ sense of security regarding the handling of personal information.

Kyoto University of Advanced Science shall handle personal information in an appropriate manner in accordance with the Nagamori Gakuen Educational Foundation Personal Information Protection Policy and the Nagamori Gakuen Educational Foundation Personal Information Protection Regulations in compliance with the Personal Information Protection Law and other laws, ordinances, and guidelines established by the Ministry of Education, Culture, Sports, Science and Technology and all other relevant ministries.

◆ **Purpose of Personal Information Usage**

(Relating to Articles 17 and 18 of the Personal Information Protection Law)

The Personal Information Protection Law specifies the purposes of the use of personal information to the greatest degree possible. Additionally, after personal information is received, the purpose of its use is to be notified or announced to that individual.

[Uses of Student Personal Information]

- **Admission-related services:** evaluation of entrance examinations, entrance procedures, improvement of the entrance examination system, etc.
- **Registration-related services:** registration of student ID numbers, student ID card issuance, procedures for advancement to the next grade, leaves of absence, withdrawals and expulsions etc., department transfers, faculty transfer procedures, etc.
- **Learning-related services:** course consultation, school attendance guidance, registration of courses, preparation of student rosters, management of attendance, implementation of class examinations, processing of grades, advancement decisions, evaluation of students for graduation, evaluation of qualifications, granting of diplomas, study abroad activities, international exchange, the taking courses in other universities through credit transferal agreements, improvement of curricula, etc.
- **Student life support services:** Provision of welfare information such as information about insurances, scholarship management, medical examinations, health counseling, housing guidance, extracurricular activities support, lending of equipment, etc.
- **Career guidance services:** Career development support, job-hunting registration, job placement, management of extracurricular courses such as those for qualification acquisition, etc.
- **Management of use of University facilities:** libraries, information (computer) classrooms, foreign language education facilities, audiovisual equipment, classrooms, physical education facilities, parking facilities, seminar halls, etc.
- **Management of tuition payment:** sending of school fee invoices, etc.

* Other uses of personal information include that involved in the communications and notices, issuances of certificates, disciplinary measures, preparation of statistical data, etc.

[Uses of Guarantor Personal Information]

- Communication from the University necessary for student study guidance etc.
- The dispatch of various documents (school fee invoices, requests for donations, welfare documents such as student insurance, etc.)

Personal information concerning students and guarantors may be outsourced to specialized companies when necessary under specialized limitations. However, the University has established a standard for selecting contractors that can ensure the appropriate protection of personal information and adequate security management.

◆ **Provision of Personal Information to Third Parties**

(Relating to Article 27 of the Personal Information Protection Law)

1. When providing guarantors with student academic records, attendance, and other information related to a student's academic performance and school life (including job-hunting and employment information)

Kyoto University of Advanced Science believes that it is necessary for guarantors to be informed of the student's academic performance, etc., as they are responsible for guaranteeing their tuition and fees. In addition, since individual student guidance in cooperation with guarantors is considered to be an effective educational initiative, the University provides a report card to guarantors every time that the students' attendance and grades are reported and responds to inquiries and consultations regarding the student's academic performance. We believe that guarantors have the right to know this information and that providing said information is essential for achieving Kyoto University of Advanced Science's educational goals.

However, in accordance with the enforcement of the Personal Information Protection Law, providing a guarantor with information about

student academic records, attendance, and other information related to a student's academic performance and school life (including job-hunting and employment information) fall under the category of "third-party provision" as stipulated by the law mentioned above. Therefore, if the student does not consent, we cannot provide their guarantors with information on their academic performance or other information related to their academic status.

The provision of information on student academic records, attendance, and other information related to a student's academic performance and school life (including job-hunting and employment information) to the guarantor is subject to the consent of the student. However, since the student is required to express their consent, the student should do so using the attached Declaration of Consent Form. In the event of any change in the status of the student's consent, changes may be made at any time at the request of the student concerned.

2. When providing information to the Alumni Association and Student Guardian Association

Student and/or guarantor information may be provided to the Alumni Association and Student Guardian Association at the request of the association for the purpose of member registration and management, as well as to send information to members. The provision of this information is subject to the agreement of the concerned party, so the student is required to indicate their consent on the attached Declaration of Consent Form.

3. When providing information to a third party other than guarantors, the Alumni Association, and Student Guardian Association concerning student academic records, attendance, and other information related to a student's academic performance and school life(including job-hunting and employment information)

In this case, a notice will be posted on the University's bulletin board, and students will be asked to confirm their consent on an individual basis.

Personal information will not be provided to third parties without the prior consent of the individual. However, this shall not apply to cases where there are special circumstances specified in the Personal Information Protection Law and the Nagamori Gakuen Educational Foundation Personal Information Protection Regulations, such as (1) cases based on laws and regulations, or (2) cases where it is necessary for the protection of the life, health, or property of an individual and it is difficult to obtain the consent of said individual.

Consultation desk

The General Affairs Department of Kyoto University of Advanced Science provides consultation services for questions, complaints, requests for disclosure, and corrections concerning the protection of personal information.

TEL: +81-75-406-7000 E-mail: soumuka@kuas.ac.jp

IV. Entrance Ceremony and Orientation

Entrance Ceremony

Wednesday, September 10, 2025

Orientation period

Monday, September 8, 2025 - Thursday, September 18, 2025

Orientation will be held during the above period (Details will be provided separately). Attendance of the orientation is **mandatory**.

For Faculty of Engineering undergraduate students: A for-credit intensive course will also be held during this period. Please be sure to attend.

The exact schedule of the orientation and intensive course is subject to change. Students will be notified of the assembly times and other details by e-mail.

If you must be absent for unavoidable reasons, please contact the International Office (intl@kuas.ac.jp).

Please bring the following documents to orientation if you have not yet graduated and are not able to submit these documents by the deadline of the paper-based submissions.

- Official graduation certificate(s) from your school/institution/country/region/ministry of education (must be original)
- Official transcripts from your school/institution/country/region/Ministry of Education (must be original)
- Standardized test results (must be original)

* The above documents should be from the last school/institution, etc. you will graduate from.

V. Main Campus where classes will be held

Kyoto Uzumasa Campus: Faculty of Engineering, Faculty of Economics and Business Administration

Kyoto Kameoka Campus: Faculty of Bioenvironmental Sciences

- Some courses such as "SLS (sports life skills)" may be offered at Kyoto Kameoka Campus.
- Most athletic club activities are carried out at the Kyoto Kameoka Campus.
- A free shuttle bus is available to travel between the two campuses.

VI. Housing for Students

Kyoto University of Advanced Science provides international student dormitories. The KUAS dormitories are intended as a place where students of different nationalities, cultures, customs, and values can gather and live together to improve their communication skills with others while also enjoying personal privacy.

For more information on the specifications, please see the link below.

<https://www.kuas.ac.jp/en/life/dorm/>

Kyoto Uzumasa Campus

Dorm Name	Uzumasa Residence A	Uzumasa Residence B	Uzumasa Residence C	Uzumasa Residence D	Uzumasa Residence E
Dorm Type	Men's & Women's Dorm	Men's Dorm	Men's & Women's Dorm	Men's Dorm	Women's Dorm
Rent (Monthly)	¥63,000 (breakfast and dinner included) *Residents must enroll in the meal plan.	1F ¥53,000 2F ¥55,000 3F ¥56,000 4F ¥57,000	3F -6F ¥53,000 7F-8F ¥54,000 9F ¥55,000	2F ¥50,000 3F ¥51,000 4F ¥52,000 5F ¥53,000 6F ¥29,000	2F ¥50,000 3F ¥51,000 4F ¥52,000 5F ¥29,000
Meal Fees	Included in dorm fees.	Those who wish to enroll in the KUAS meal plan may do so for ¥20,000/month (including tax).			
Linen Fees	Those who wish to rent linen may do so for ¥1,650/month (including tax)	Not available		Those who wish to rent linen may do so for ¥1,650/month (including tax)	
Move-in Fee	¥20,000 (one-time fee, upon move-in)				

Note:

- Please note that the above costs are subject to change.
- Meals are not provided when the restaurant is closed such as on weekends, national holidays such as Obon in mid-August, New Year holidays, etc.
- If there are too many applicants, residents will be selected by the university.
- Dormitory residents are asked to pay a one-time 20,000 JPY fee upon moving into the dormitory.
- Move-in fees are non-refundable.
- Residents may pay their dormitory fees in a lump sum or on a monthly basis.
- If you would like rental linen, it will cost 1,650 JPY (tax included)/month (for dorms A, B, D, and E only).
Two sheets are provided and changed every two weeks. Rental linen details are subject to change.
- The use of all forms of tobacco products and alcohol on KUAS dormitory property (including balconies, stairways, entryways, and other adjacent areas) is prohibited.

Kyoto Kameoka Campus

Dormitory	Kameoka Mure
Dorm Type	Men's & Women's Dorm
Rent (Monthly)	¥45,000-48,000
Meal Fees	Meal plan not available
Linen Fees	Linen rental not available
Move-in Fee	¥20,000 (one-time fee, upon move-in)

Note:

- Please note that the above costs are subject to change.
- If there are too many applicants, residents will be selected by the university.
- Dormitory residents are asked to pay a one-time 20,000 JPY fee upon moving into the dormitory.
- Move-in fees are non-refundable.
- Residents may pay their dormitory fees in a lump sum or on a monthly basis.
- The use of all forms of tobacco products and alcohol on KUAS dormitory property (including balconies, stairways, entryways, and other adjacent areas) is prohibited.

Move-in process (estimated)

1. The International Office will send all students the 2025 Student Housing Registration Form on May 9.
The deadline for responses is **May 30**.
2. Students who wish to live in one of the KUAS International Student Dormitories will receive their dormitory assignments (dorm building and room number) according to their answers to the survey by the end of June.
Please understand it may not be possible to put all students in their preferred dorm due to the capacity of each dorm.
3. Dormitory fees, which include the Move-in fee, first month's rent or lump sum payment, first month's linen fee (if selected), and first month's meal fee (if selected) are required to be paid by mid-July.
 - * If the payment is not received by the deadline, it will be considered as withdrawal from the dormitory.
 - * Students may be billed for the first two month's linen and meal fees depending on when they plan to move into the dormitory.
4. Students must move into the KUAS dormitories during the Move-in period below (subject to change).

Move-in period

Monday, August 25, 2025 – Monday, September 8, 2025

- * Please note that students cannot move into the dormitories on Saturdays, Sundays and holidays, as the campus offices are closed.

**International Student Dormitory Contact:
Housing Office**

E-mail: housing_office@kuas.ac.jp

**Contact for off-campus housing:
Flat agency (Real estate agency)**

TEL: 0120-36-0669 (Domestic Calls)
+ 81-75-762-0669 (International Calls)
Business hours: 10:00~18:00 (JST)

* Closed on Tuesdays and the third Wednesday of every month
Contact form: <https://en.flat-a.co.jp/inquiry-form/>

VII. Preparing to Start Your Life in Japan

The KUAS International Office will give new students an explanation of the necessary information for starting their lives in Japan (opening a bank account, residency registration, insurance, SIM cards, etc.) following their arrival. Please see the Admitted Student Portal for detailed information and the schedule.

VIII. Declining Admission and Refund of Payments

If you decline admission, please submit a scanned copy of the following documents by the designated date and time below via e-mail. Payments not including the admission fee will be refunded.

Payments will be returned through Flywire. For applicants who paid by wire transfer, please contact us.

Please note that it takes about two weeks for the refund to be processed after receiving the declination of admission.

In this case, "Declining Admission" refers to those applicants who have completed the first and second procedures but decline to enroll for various reasons. However, if the first procedure is performed, and the second procedure is not, the student is not eligible for a refund.

- * The admission fee will not be refunded under any circumstances. Additionally, please keep in mind that once the designated date has passed, admission declination applications and requests for refunds will not be accepted under any circumstances.

Deadline for submission

Undergraduate applicants:

Students who have been accepted to the **Early Entry or Regular Entry** period must submit all required documents by **Friday, May 9, 2025** at 23:59 Japan time.

Students who have been accepted to the **Final Entry** period must submit all required documents by **Friday, May 30, 2025** at 23:59 Japan time.

Graduate applicants:

Students who have been accepted to the **Internal Selection or Early Entry** period must submit all required documents by **Friday, May 9, 2025** at 23:59 Japan time.

Students who have been accepted to the **Regular Entry** period must submit all required documents by **Friday, May 30, 2025** at 23:59 Japan time.

Documents to be submitted

- ① Admission Declination Form (P.22)
- ② Receipt of payment or receipt of remittance (School fees, etc.) (Second Procedure)

**Submit Letter of Declination of Admission and
Declination of Admission-related Inquiries to:**
International Admissions Office
TEL: +81-75-496-6221 E-mail: admission@kuas.ac.jp

Checklist

Please use this checklist when you prepare all the necessary documents for your admission and enclose it with your physical documents when you post them to KUAS.

Application Number: _____ Name: _____

Please submit the following documents by each designated deadline. There are paper-based and online submissions, so please make sure to send all the documents in the proper manner.

Online submission

The following documents must be submitted digitally. Please submit them by the respective online submission deadline for your entry period using a filesharing service (Google Drive, etc.). See page 3 for the deadlines.

Check	Document Number	Document Name
<input type="checkbox"/>	①	Written Pledges and Declaration of Consent
<input type="checkbox"/>	②	Student ID Registration Form
<input type="checkbox"/>	③	Immunization Record
<input type="checkbox"/>	⑤	Passport Copy
<input type="checkbox"/>	⑥	Digital Photo (for COE application and student ID)
<input type="checkbox"/>	⑦	Application for Certificate of Eligibility and Online Document Submission Form
<input type="checkbox"/>	⑧	Certificate of Solvency (①Bank statement, ②Proof of employment, ③Proof of income, ④Proof of relationship)
<input type="checkbox"/>	⑨	Scholarship Recipient Certificate <Applicable Students Only>
<input type="checkbox"/>	⑩	Scholarship Pledge <Applicable Students Only>
<input type="checkbox"/>	⑪	Graduation Certificate(s)
<input type="checkbox"/>	⑫	Official Academic Transcripts
<input type="checkbox"/>	⑬	Standardized Test Results <Applicable Students Only>
<input type="checkbox"/>	⑭	Residence Card Copy <Applicable Students Only>

Paper-based submission

The following documents must be submitted **in paper form**. After you have been directed to by university staff, please send the documents to the following address **by July 25, 2025, via post**. We recommend that you use a tracking service when posting them.

**Kyoto University of Advanced Science, International Admissions Office
18 Yamanouchi Gotanda-cho, Ukyo-ku, Kyoto 615-8577, JAPAN**

<input type="checkbox"/>	①	Written Pledges and Declaration of Consent
<input type="checkbox"/>	②	Student ID Registration Form
<input type="checkbox"/>	④	Medical Certificate
<input type="checkbox"/>	⑧	Certificate of Solvency (①Bank statement, ②Proof of employment, ③Proof of income, ④Proof of relationship)
<input type="checkbox"/>	⑨	Scholarship Recipient Certificate <Applicable Students Only>
<input type="checkbox"/>	⑩	Scholarship Pledge <Applicable Students Only>
<input type="checkbox"/>	⑪	Graduation Certificate(s)
<input type="checkbox"/>		If you have not yet received your certificate(s) and wish to bring it with you during orientation, please check the box on the left.
<input type="checkbox"/>	⑫	Official Academic Transcripts
<input type="checkbox"/>		If you have not yet received your transcript(s) and wish to bring it with you during orientation, please check the box on the left.
<input type="checkbox"/>	⑬	Standardized Test Results <Applicable Students Only>
<input type="checkbox"/>		If you have not yet received your results and wish to bring it with you during orientation, please check the box on the left.