



The Admissions Office (TAO) Application Manual

Applying to KUAS

HOME > Admission & Aid > How to Apply (Undergraduate)

How to Apply (Undergraduate)

Admission Process | Admission Schedules | Eligibility | Required Documents | Admissions Policy | FAQ

2024 International Enrollment is only for applicants of the Engineering Program. The Bioenvironmental Sciences International Program and Global Business and Economics Program will open in 2025.

1. Get familiar with KUAS and our programs

First, explore our official website and find out more about our program's Key Features, Fields of Study, and Curriculum on the [Academics](#) page. The information on this page will give you a general overview of what our program is all about. If you would like to learn more about what our institution has to offer, the [About KUAS](#) and [Student Life](#) sections can provide you with helpful information, such as a simple guide to life in Kyoto, campus and dormitory information, and more. We also recommend downloading the Prospectus, which contains specific information on our program and gives insight into what life is like for students of our program.

[Download Prospectus](#)

2. Check Eligibility and Application Guidelines

Be sure to check the [Eligibility](#) page and confirm the requirements for admission. This page lists the required English language proficiency and subjects to be studied at the high-school/upper-secondary level. Don't forget to check the [Admission Schedules](#), which will serve as a useful reference to help you stay on track during the admission process. Download and read the Application Guidelines carefully. These guidelines contain a great deal of important information on admissions.

[Download Application Guidelines](#)

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

The Application Guidelines are located in the Admission & Aid Page "How to Apply (Undergraduate)" of the official KUAS website (<https://www.kuas.ac.jp/en/admission/under/>)*.

*For graduate program: <https://www.kuas.ac.jp/en/admission/grad/>

Click here to download the Application Guidelines

-For Applicants-

- [Download the manual \(PDF\)](#)
- [Watch the video manual \(Youtube\)](#)

-For Teachers (Recommenders)-

- [Download the manual \(PDF\)](#)
- [Watch the video manual \(Youtube\)](#)

Note: These guides are for the 2023 application process. The guides for 2024 applications will be released in the near future.

5. Pay the application fee

Remember to pay the application fee during the application period. The application fee is 5,000 JPY (non-refundable) and is payable via credit/debit card or other international payment options when submitting the application online.

Kyoto University of Advanced Science utilizes [Flywire](#) for the processing of our international students' school fees. Flywire allows for payment from most banks, offers competitive exchange rates, and provides 24-hour user support.

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

6. Take an online interview

To learn more about you, we may ask you to participate in an online interview. You do not need to travel to Japan for this interview, as they are held via online video chat. Whether you are asked to take an interview or not, it will not affect your chances of being accepted, so there is no need to worry if you do not receive an invitation. For more details about the interviews, please check the Application Guidelines.

+ Precautions when Submitting an Application

APPLY

When you are ready, open **The Admissions Office (TAO)** page. The link to TAO is located in the "How to Apply (Undergraduate)" page of the official KUAS website (<https://www.kuas.ac.jp/en/admission/under/>)*.

*The graduate school application can be accessed through the link that appears on the pre-application review screen.

Click here.

Select the faculty for which you would like to apply from the Department/Course selection page on TAO.

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

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

Note: Applicants may not apply to KUAS in more than one entry period (ex. applicants may not apply to one faculty in Early Entry and one in Regular Entry, but they may apply to two faculties in one entry).

The Admissions Office
 Search schools Admission Schemes Profile Applications Favorites Message

Search schools > Details > Department/Course > Program/Major


Private

Kyoto University of Advanced Science | Undergraduate (Faculty of Engineering) | Department of Mechanical and Electrical Systems Engineering

Admission Scheme

Early / Regular / Final Entry ← Click here.

Admissions for September 2023 International Enrollment



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

Click on the banner displayed here to apply.

English ▾

Applicants **Recommenders/Requestees**

city and applicants.
 nance exams in general.

Email address

Password

Login

Account registration


Resend confirmation email I forgot my password

Log in with Feelnote ID

If you already have an account with The Admission Office, please log in with your email address and complete linking with Feelnote ID from the Account Settings.

Log in with Feelnote ID

What is Feelnote ID?



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

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

The Admissions Office
 Search schools Admission Schemes Profile Applications Favorites Message

Search schools > Details > Department/Course > Program/Major > Admission category

Open Private

Kyoto University of Advanced Science | Undergraduate (Faculty of Engineering) | Department of Mechanical and Electrical Systems Engineering | KUAS Application Entry for September International Enrollment

Application details

Beginning of application [Redacted]

Month and year of entrance [Redacted]

Examination fee (JPY) ¥5,000 + Administrative fee

☆ Favorites + Start my application

International Admissions Office

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

Click here.

Engineering | Early Entry for September 2025 International Enrollment

Application in progress Private

Early Entry for September

Deadline notification

- You have **2 days** left before the deadline.
- To start online application by [Redacted]
- To start online application by [Redacted]

Application details

Beginning of application

Application Deadline

Month and year of entrance

Examination fee (JPY)

The date format for the following item(s) is "MM-DD"

Progress 0 / 10

Progress of required fields 0 / 10

* indicates a required field.

Prepared by applicant

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

Prepared by person other than applicant

- A Letter of recommendation

Examination fee (JPY)

- Exam fee payment *

The first step in the application process is to request a letter of recommendation. Although this process can be done later, KUAS suggests that applicants do this first to give their recommender enough time to prepare a letter of recommendation. Before sending your request, please contact your recommender and ask their permission in advance. Also, confirm that you have their correct e-mail address.

Click here.

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

The Admissions Office
Offering the choice of colleges from the world over

Search schools Admission Schemes Profile Applications Favorites Message

A Letter of recommendation

[Request](#)

Requirements set by the university

Type of Recommender / Requestee	A Teacher at your current school who can affirm your achievements, character, dedication, etc.
Required number	1
Maximum number allowed	1

Request status

Completion status	Open status	Email address
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Click on "**Request**" in the upper right corner.

Click here.

The Admissions Office
Offering the choice of colleges from the world over

Search schools Admission Schemes Profile Applications Favorites Message

A Letter of recommendation

* Required

Type of Recommender / Requestee *
A Teacher at your current school who can affirm your achievements, character, dedication, etc.

Email address of the requestee *
.....@.....

[Request](#)

Terms and conditions Recommended environment Handling of personal information help center
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Enter the e-mail address of your recommender and click on the "**Request**" button below.

Click here.

A Letter of recommendation

You have reached the maximum number of requests allowed.

- To make a request to another recommender / requestee, you must cancel one of the current requests.

Requirements set by the university

Type of Recommender / Requestee	A Teacher at your current school who can affirm your achievements, character, dedication, etc.
Required number	1
Maximum number allowed	1

Request status

Completion status	Open status	Email address	
Not submitted	Unopened	<div style="background-color: #ccc; width: 100px; height: 15px;"></div>	<input type="button" value="Cancel my request"/>

Only one recommender can be requested.* If you want to change the recommender, please cancel and request again.**

Recommenders must upload their recommendation letter by the application closing date. If your application due date is approaching and your recommendation letter has not been submitted yet, be sure to contact your recommender and remind them.

*Applicants to the graduate program can request up to two recommenders.

**Once a recommender uploads a letter, it cannot be cancelled.

Dear Nakayama Sumiko,

KUAS has submitted the following document for your application to Kyoto University of Advanced Science | Undergraduate (Faculty of Mechanical and Electrical Systems Engineering | KUAS Application Entry for September International Enrollment.

- Document: A Letter of recommendation

You may check the request status by clicking on the link below:

https://admissions-office.net/en/applicant/entries/66807/recruitment_recommendation_steps/3318

*If your email client does not allow you to click the link, please copy and paste the link into your web browser address bar and press enter.

=====


This is an automated email from "The Admissions Office" (TAO).

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

Inquiries should be directed to:
 International Admissions Office
 <admission@kuas.ac.jp>

=====

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



Sharing the chance of admission through the world.

[Notice](#) | [Request in Case of Difficulty Access](#)

Kyoto University of Advanced Science
 | Undergraduate (Faculty of Engineering) | Department of Mechanical and Electrical Systems Engineering | **Early Entry for September 2025 International Enrollment**

Progress
0 / 10

Progress of required fields
0 / 10

* Indicates a required field.

Prepared by applicant

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

Prepared by person other than applicant

- 9 A Letter of recommendation *

Examination fee (JPY)

A Letter of recommendation

Requirements set by the university

Type of Recommender / Requestee	A Teacher at your c etc.
Required number	1
Maximum number allowed	1

Request status

Completion status	Open status
	No de

[Terms and conditions](#) [Recommended environment](#)

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

Click here to start filling in the application form.


Residence Status * Required

Are you currently a resident of Japan? Yes No

Specify other status of residence * Length of characters : 0 / 50
Should be 50 characters or less

Residence Card Number * Length of characters : 0 / 12
Should be 12 characters or less

Residence card copy *



Please upload a copy of your residence card. The scanned copy must be in color and include both side of the card. Only files with the extension of .jpeg .jpg .pdf can be uploaded. Files need to be no larger than 20MB.

Save and go to next

When you have finished typing, click "Save and go to next" to proceed to the next page. You can save your progress after completing each page. Note that pages cannot be saved if they are not complete.

Click here.

"I closed my page while I was still typing. What now?"

The screenshot shows the 'The Admissions Office' website. The top navigation bar includes 'Search schools', 'Admission Schemes', 'Profile', 'Applications' (highlighted with a red box), 'Favorites', and 'Message'. Below the navigation is a section titled 'My applications' with two tabs: 'Incomplete' and 'Completed'. A table below shows application details:

Application status	Application ID	Admission Scheme	Application Deadline	Message
☆ Application in progress	[Redacted]	Kyoto University of Advanced Science Undergraduate (Faculty of Engineering) Department of Mechanical and Electrical Systems Engineering KUAS Application Entry for September International Enrollment	-	Unread: 0 message(s) >

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

The screenshot shows the 'English Language Qualifications' form. At the top, there is a notice: '| [Repost] Notice of error regarding the character count of full-width spaces' dated 08-30-2023. The form includes a checkbox for 'Request for English test exemption'. Below this, there are three input fields:

- Test Name ***: TOEFL iBT
- TOEFL iBT Test Score ***: 70
- Date Taken ***: 2023/09/04

Below the score field, there is a red error message: 'Should be a value greater than or equal to 80. You must contact the testing agency and ask them to send your score directly to KUAS. This score must reach us by the deadline.'

Fill out all pages of the application form.

Note: when entering your English test score, you will not be able to enter your score if it does not satisfy the minimum requirements for application.

The Admissions Office
Offering the choice of languages from the world map

Search schools Admission Schemes Profile **Applications** Favorites

Notice | Request in Case of Difficulty Accessing the Service

Standardized Tests

English Language Qualifications * Required

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

Test Name *

University entrance tests and other standardized tests * Required

Are you currently a university student majoring in a STEM subject (or a graduate student of such a program)? *

Yes No

Academic Distinctions


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

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

Required Documents

Please upload required documents here.
You can only upload one file per field. If you have more than one file to submit, please combine them into one file and then upload that file.

1. Application essay *




Drag and drop a file here or click to browse

Your essay must be between 300 to 350 words.
Only files with the extension of .pdf can be uploaded. Files need to be no larger than 20MB.

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

Essay for Faculty of Bioenvironmental Sciences *



Drag and drop a file here or click to browse

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

On the required documents upload page, you can only upload documents in **PDF** format. Also, only **one** PDF can be uploaded for each section, so please combine all pages you want to upload into one PDF.

For applicants to the Faculty of Bioenvironmental Sciences:

Required Documents

Please upload required documents here.
You can only upload one file per field. If you have more than one file to submit, please combine them into one file and then upload that file.

1. Application essay *


Drag and drop a file here or click to browse

Your essay must be between 300 to 350 words.
Only files with the extension of .pdf can be uploaded. Files need to be no larger than 20MB.

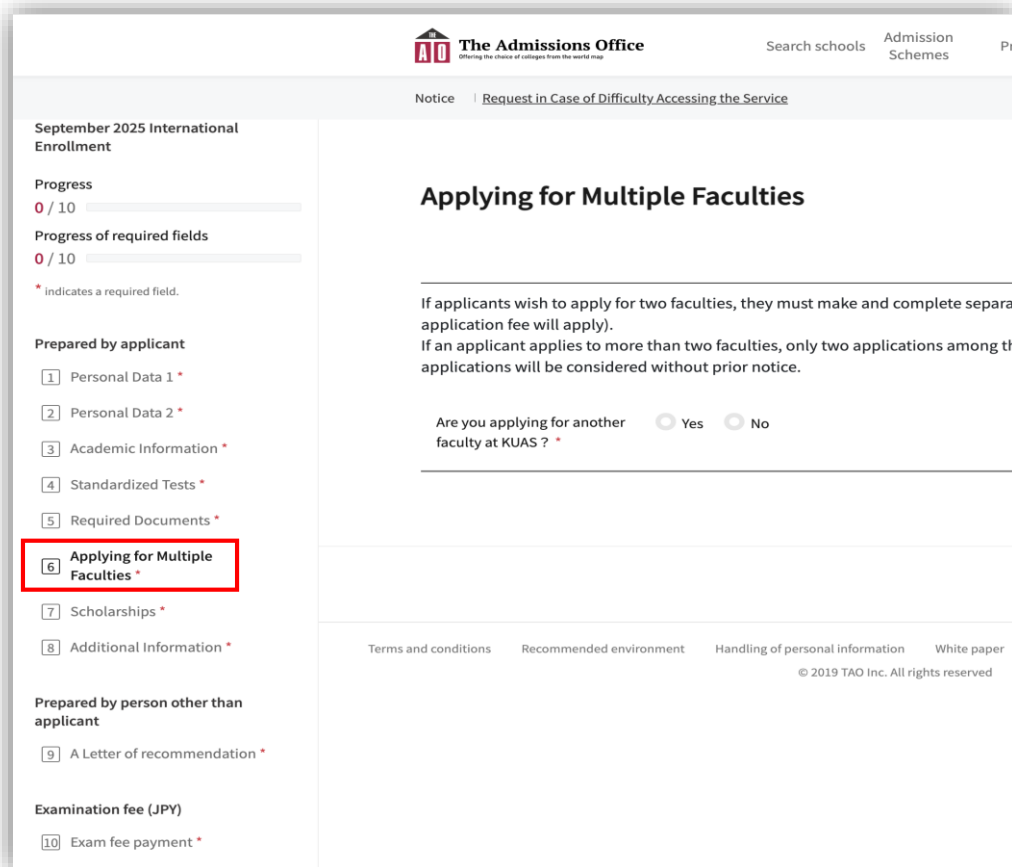
2. Essay for Faculty of Bioenvironmental Sciences: please write an essay after watching the designated videos located on the KUAS website (<https://www.kuas.ac.jp/en/admission/under-video/>).

Essay for Faculty of Bioenvironmental Sciences *


Drag and drop a file here or click to browse

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

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



The screenshot shows the 'The Admissions Office' website interface. The main heading is 'Applying for Multiple Faculties'. Below the heading, there is a paragraph explaining that applicants wishing to apply for two faculties must make and complete separate applications, and that only two applications among those applied for will be considered without prior notice. A radio button question asks 'Are you applying for another faculty at KUAS?' with 'Yes' and 'No' options. On the left sidebar, a list of application steps is shown, with step 6, 'Applying for Multiple Faculties', highlighted with a red box. Other steps include Personal Data, Academic Information, Standardized Tests, Required Documents, Scholarships, Additional Information, A Letter of recommendation, and Exam fee payment.

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

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

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

The Admissions Office
Search schools Admission Schemes Profile Application

Notice | Request in Case of Difficulty Accessing the Service

Application in progress Private

Early Entry for September 2025 International Enrollment

Deadline notification

- You have **2 days** left before the Application Deadline.
- To start online application by PC, please click the left sidebar.
- To start online application by smartphone, please click the menu at the top.

Cancel my application

Application details

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

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

Progress: 3 / 10
Progress of required fields: 3 / 10
* indicates a required field.

Prepared by applicant

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

Prepared by person other than applicant

- A Letter of recommendation *

Examination fee (JPY)

- Exam fee payment *

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

Business Administration | Early Entry for September 2025 International Enrollment

Progress: 8 / 10
Progress of required fields: 8 / 10
* indicates a required field.

Prepared by applicant

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

Prepared by person other than applicant

- A Letter of recommendation *

Exam fee payment

Payment notes

For Students Outside of Japan (International Payments): please select "Flywire"
For Students in Japan (Domestic Payments): please select "SB Payment Service"

Payment methods

Select payment method

Flywire (You can select a payment method)

- Flywire
- SB Payment Service
- Credit card

Once you have filled in all pages, proceed to the “**Exam fee payment**” page to pay the application fee. (You can make this payment even if you have not finished filling out the rest of your application.)

If you live **outside of Japan**, choose **Flywire**, which accepts a variety of payment methods. If you live in Japan, choose credit card for SB Payment Service. It may take some time to complete the payment depending on the payment method, so please proceed with the payment well in advance. The payment must be completed by the application deadline.

Note: Separate payments are required for each application.

Progress of required fields
10 / 10

* indicates a required field.

Prepared by applicant

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

Prepared by person other than applicant

- A Letter of recommendation *

Examination fee (JPY)

- Exam fee payment *

You are able to submit your application.

Application details

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

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

International Admissions Office

Email
admission@kuas.ac.jp

content confirmation ← Click here.

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

Confirmation of contents

Application form

Please check your application documents again.

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

Documentation Request Form

Please check your application documents again.

- A Letter of recommendation

Please check all the documents again.

- Yes, I have checked.

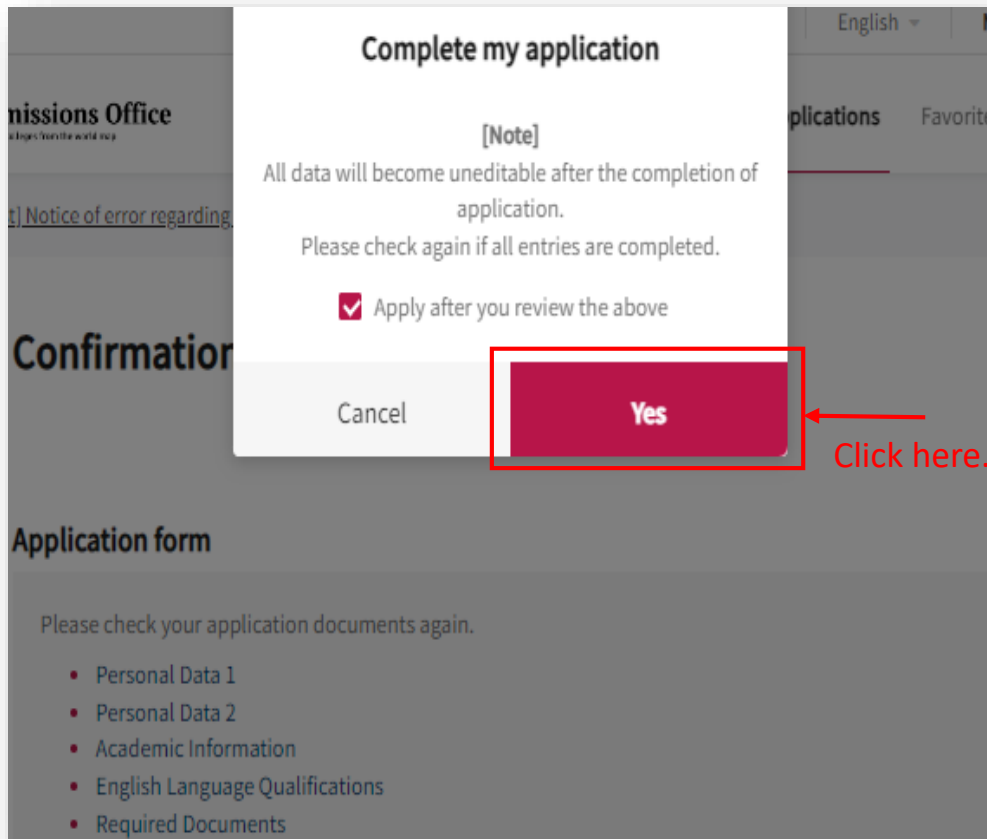
Continue editing

Complete my application

↑
Click here.

Please verify that the information you have entered is correct, check the box next to "**Yes, I have checked.**", and click "**Complete my application**" on the bottom right of the screen to complete your registration. You will be notified of the results after KUAS reviews your submission. If deemed necessary, KUAS may contact you and request that you take an online interview.*

*All applicants to the graduate school must take an online interview.



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

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