

How to access "KYOTO UNIVERSITY Management System of International Education and Student Mobility (KUIESM)."

"KUIESM" can only be accessed through "KULASIS."

1. Activation of your "ECS-ID" in order to access "KULASIS/KUIESM" is necessary.

*If you have already activated it, please go to the next section.

"ECS-ID" is an account name, which is required to access the Kyoto University online services and resources. It is also used to log in "New students' site". According to the instruction on "ECS-ID notification sheet", activate your "ECS-ID" at the student account management website.

<https://ecs.iimc.kyoto-u.ac.jp/active>



● If you have trouble activating your ECS-ID, please refer to the following URL.

https://www.iimc.kyoto-u.ac.jp/en/services/cert/ecs_id/use/use.html

2. Log in the "Common portal for All students" website → access to "KULASIS."

<https://student.iimc.kyoto-u.ac.jp/>

3. Access to "KUIESM" via the link on "KULASIS."

Click the link "Register or update your status of residence or contact information (including the address to which tuition fee-related documents should be sent)." on [Registration Information] tab.

4. You have successfully logged in to "KUIESM."

Note:

If the "Authentication Screen" is displayed again during the transition from KULASIS to KUIESM, please authenticate with your ECS-ID again. (Maybe system-timeout has occurred.)

★ To exit KUIESM, close your browser.

★ KUIESM can be **entered in "Japanese" or "English"**. Please refer to this column after login for the types of characters available in this system.

- If an access error screen appears, check the error screen contents **and log in again from KULASIS with a valid Student ID number.**

For more details of each function, please access "KUIESM" and refer to the manuals/description attached to each entry field on it.

What you can do with "KUIESM":

● **Function-1: Request for completion of the "organization section" of the application form for "change of status of residence" or "extension of period of stay."**

This function allows international students who already have a valid status of residence to apply online through KUIESM and receive a request for the preparation of a "form for their institution" issued by their university, which is required when they submit the following applications to the Regional Immigration Bureau.

- for application for change of status of residence
- for application for extension of period of stay

After receiving the form of "organization section" from your department office, you are required to complete the necessary procedures at the Regional Immigration Bureau that has jurisdiction over your residential address.

*When you receive the forms online, you should print them.

- ★ Please check the bulletin board at KUIESM or your department regarding required documents, and prepare the necessary information for your application before submitting it.
- ★ You can apply for for extension of the period of stay or change of status of residence to the Regional Immigration Bureau 3 months prior to the expiration date of your status of residence. Please pay close attention to the expiration date and submit your request prior to the request deadline **specified by the department.**

● **Function-2: Registration or update of your status of residence or contact information (including the address to which tuition fee-related documents should be sent)**

■ Register/update the latest valid status information you currently hold, or the status you do not have a valid status.

- ★ You must register/update your information on "KUIESM" in the following cases.
 - Registration of status of residence information for the first time after enrollment.
 - Updating the "latest information" in case of "change of status of residence/extension of period of stay" during your enrollment at the University.
 - Registration of status if no longer in possession of valid resident status. Or if you obtain a new valid status of residence
 - When an international student changes his/her "residential address in Japan."

*Also, it is necessary to submit a "Moving-out Notification" to the city/ward office where your residential address is located and correction of the information on the resident card. After you made it, you will need to upload an image of the face of your residence card with your new address.

- Register/update the latest contact informations.
 - Your own contact address (your residential address in Japan).
 - *Submit a "Moving-out Notification" to the city/ward office and correction of the information on the residence card are required.
 - Emergency contact information in Japan.
 - Emergency contact information in home coutry.