Guide to Registration for Japanese Language Courses (2025 Second Semester)

Contents

Japanese language courses offered by the Education Center for Japanese Language and Culture

The Education Center for Japanese Language and Culture of the Institute for Liberal Arts and Sciences (ILAS) offers the following two types of Japanese language courses:

(1) Japanese Language Courses in the Liberal Arts and Sciences (ILAS) curriculum

The courses of the ILAS curriculum are credited, and it offers classes for Elementary I/II levels, Intermediate I/II levels, and Advanced level. Each level has the class to develop specific skills such as conversation, listening comprehension, reading, and writing as well as the class to aim overall development for the 4 specific skills.

(2) Japanese Language Support Courses not included in the regular curriculum

Introduction I/II, Intermediate I/II, Advanced, and Business Japanese courses are designed for applicants to learn four skills (conversation, listening comprehension, reading and writing) in one class. These courses are not credited.

(Eligible student status for application)

Student Status		Courses of (1)	Courses of (2)
Regular Student	Undergraduate Student	○	○
	Graduate Student	○	○
Non-Regular Student	Special Auditor	○	×
	Special Research Student	×	○
	Research Student	○※	○
Researcher		×	○

※ For Research Students who wish to take courses of (1)

--Advance Preparation is Required--

When you would like to take (1) Japanese Language Courses in the Liberal Arts and Sciences (ILAS) curriculum, please consult your academic advisor before the Registration STEP1 begins and ask your graduate school/faculty's administrative office to submit the application for the auditing to the ILAS. At the same time, please complete STEP1&2 following this guide.

Research students who have completed the application process for auditing will be issued an Auditing Student (Japanese) number and your graduate school/faculty office will provide you with an "Auditing Student (Japanese) ID card".

（1）Registration for Japanese language courses in the Liberal Arts and Sciences curriculum

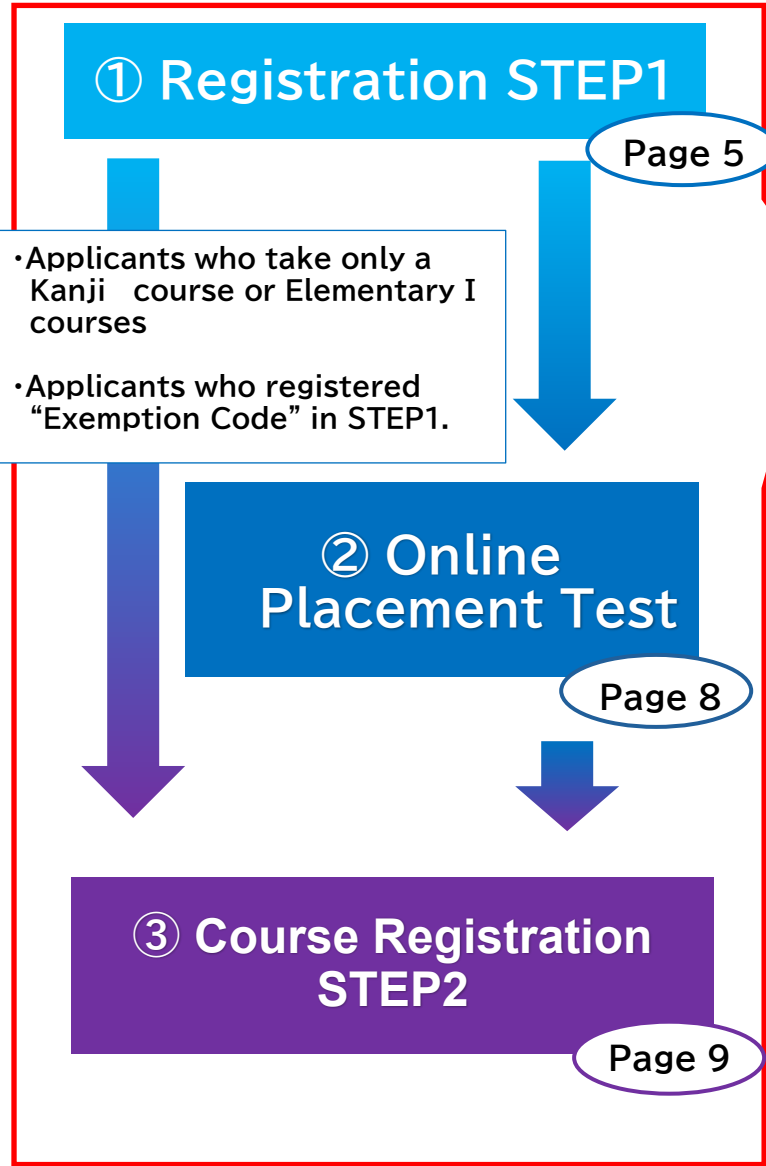# (1) 【ILAS】 Registration for Japanese language courses in the Liberal Arts and Sciences (ILAS)curriculum

The following procedures ①②③ (or ①+③) are required to attend Japanese language courses.
※Attending Japanese language courses without registration is strictly prohibited.
The registration schedule of Japanese language courses is different from the other ILAS curriculum. Please refer to the following URL.
https://www.z.k.kyoto-u.ac.jp/download/japanese-language/13 en.pdf

★**Flowchart of the registration process**

① Registration STEP1
Page 5

・Applicants who take only a Kanji course or Elementary I courses

・Applicants who registered "Exemption Code" in STEP1.

② Online Placement Test
Page 8

③ Course Registration STEP2
Page 9

※Procedures ①〜③ must be done through "Japanese language course registration webpage"
NOT through KULASIS

If you wish to register for both "Japanese language courses in the ILAS curriculum" and "support courses not included in the regular curriculum",
You must complete;

STEP1	On separate webpages
Placement test	Once

Online Advisory Session for course registration
Page 8

October 1 (Wed.) Second Semester Classes begin

Adjustment period
Page 11

Registration finalized on October 22 (Wed.)
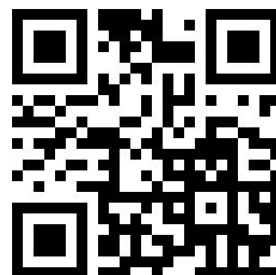
Registration STEP1

In STEP1, applicants need to register their own personal data such as name, faculty/graduate school, student status and email etc.

Open   : September 1 (Mon.) 9:00 (JST)
Deadline: September 5 (Fri.) 17:00 (JST)

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1. Please access the URL below "Japanese language courses offered by the Education Center for Japanese Language and Culture" site.
https://u.kyoto-u.jp/t96xh

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2. Click (1) Japanese language courses in the Liberal Arts and Sciences curriculum.

> (1)
> Japanese language courses in the Liberal Arts and Sciences curriculum
>
> (2)
> Japanese language support courses not included in the regular curriculum

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> ▶ Regular (degree-seeking) Students
> ▶ Exchange Students (Special Auditors)
> ▶ Research students in the Graduate Schools/(Liberal Arts and Sciences)
> ▶ Intensive Japanese Language Preparatory E((Auditing students of the Institute for Libera
> ▶ Japanese Studies Students (Credited Audito

3. Choose your academic status and click

---

4. Go to the STEP 1 Login page

Click!

Japanese language class registration webpage ›

日本語・日本文化教育センター全学共通科目・日本語科目履修申し込み
Registration for Japanese Language Courses in the Liberal Arts and Sciences curriculum offered by the Education Center for Japanese Language and Culture

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■ [STEP1] ログイン Login

※Enter the following ID and Password

| ログインID　Login ID
it is on the guide (posted on KULASIS>information board) | |
| パスワード　Password
it is on the guide (posted on KULASIS>information board) | |

ID: Japanese25

PW: Autumn1

【Registration STEP1】

パスワード作成 Create a password

新規パスワード作成
[必須] Required
Create your password
半角英数字、8文字以上16文字以下
8 to 16 characters with single-byte alphabets and numbers.

入力例 Example) avBd165fy

半角英数 Single-byte alphabets and

このパスワードは「履修科目登録S
This password is requested in the

Create your own Password
※This password is necessary when you log in to the site for the Course Registration STEP2

In the Personal Information area, **required fields must be filled in** completely. Especially, please pay attention to the following area.

[必須] Required
mic status

身分 Student status	Please choose your status correctly.
Email address ※placement test information will be sent to this email address.	Current students: KU student email address **MUST!** (@st.kyoto-u.ac.jp)
	New students: KU student email address (@st.kyoto-u.ac.jp) ※If you do not have the above yet, Gmail address or Home university address is recommended.
	★★DO NOT REGISTER with★★ × @hotmail.com × @outlook.com × web.de × gmx mail × cell phone company email address × Lab. Address
※After completion of STEP1, please check your registered email account regularly since the important notice regarding the Japanese language course registration will be sent there.	
学年/Grade 学生番号/Student Number 指導教員/Advisor	These items are optional. Leave them blank if you are a new student and you don't have them yet.
電話番号/Phone Number	Do Not input "+" or "-" between numbers

Q7. 受講を希望する日本語授業のレベルを次の中から選んでください。Please indicate the
wish to take this semester. You may select the level from the following choices.
「漢字クラスのみ/初級I科目のみ」を選択した場合、プレースメントテストは受験できません。初級IIレベル以上
てください。「初級II以上」を選択した場合、プレースメントテストを必ず受験する必要があります。受験しなか
ますので、注意してください。 Once you select "Kanji class only or Elementary I courses only", you will no
not be able to apply for courses of Elementary II level or above. Once you select "Elementary II level
test. If not, you are not eligible to take any of the course.

○漢字クラスのみ または 初級I科目のみ Kanji class only or Elementary I courses only

No Placement test required

○初級II以上 Elementary II level or above

Placement test required

Please check "Elementary II or above" if you consider taking the placement test.（Refer to "Online Placement Test" on page 8）.

対象者のみ: プレースメントテスト免除コードをお持ちで、次のレベルへ進みたい方は入力してください。(コードは対象者にのみ配付しました。)
Only for Qualified Applicants: If you are exempt from the placement test, please fill in your exemption Code.
(This code was distributed only to qualified applicants.)

*記入がない場合免除は適用されません。
If you don't fill in your exemption number, you will not be exempt from the placement test

[_____] 入力例) z0001 Example) z0001 半角数字 Single-byte numbers

Exemption Code
※Exemption code will be notified to the qualified students via email on August 29, 2025.
※Leave the field blank if you haven't received it or not ready to go up to the above level.

現時点で、有効化されたECS-IDを持っていますか？ [必須] Required
Do you have an activated "ECS-ID" ?

| ○はい、有効化されたECS-IDを持っています。 | Yes, I have my activated ECS-ID. |
| ○いいえ、新入生なのでまだ持っていません。 | No, I don't yet have my ECS-ID because |

Confirm

Confirm your registration information and then click "Submit

because I will enroll in next semester.

Previous Page   Submit

※**If you do not receive an auto email after submission,** STEP1 may not have been completed successfully. In that case, contact the Japanese Education Section immediately from the link below:
https://forms.gle/9iYoeST8rn6ydDHD9

STEP1 complete Email
from
<nihongo@mail.adm.kyoto-u.ac.jp>

To applicants for Elementary II or above levels

Your Registration STEP1 has been completed
===============================
Registration number: 00000 XXXXX
----
*The last five-digit of this number are required
===============================

What you should do next is:

Remember your
Last five-digit registration number
It will be required when you take the online placement test, your inquiry to us, and so on.

Online Placement Test

Period:	(Japanese Standard Time) September 10 (Wed.) 9:00~September 12 (Fri.) 17:00 ※Inaccessible b/w 4am and 6am due to system maintenance
Answer time:	80 minutes
Results:	To be announced on September 19 (Fri.) evening via email

Applicants	Placement Test
■ intending to take Elementary II or higher level	Required
■ difficult to decide by self whether Elementary I or II.	
■ already chose "Elementary II or above" in STEP 1 but would like to take Elementary I only	
■ real beginners and intending to take only Elementary I	Not required
■ intending to take only a Kanji class	
■ registered "Exemption Code" which is notified on **Aug. 29, 2025 in STEP1**	

※The online placement test is conducted using a web-based learning system "<u>PandA</u>".

※By the day before the test, the test takers will receive an invitation message from Prof. Ruchira Palihawadana. Please read the instructions in it carefully before taking the test.

Please be sure to have the <mark>five-digit registration number</mark> ready before you take the test. (Registration number →page 7)

Online Advisory Session

Japanese language coordinators offer this session to the following applicants.
- who need to take courses in a level that differs from the result of the placement test.
- who took the placement test and attended the first class but felt uneasy about whether that course is suitable for your own Japanese proficiency.

Make an online reservation in advance (first come first served) by following the instructions described in the email for placement test result.

Session will be held **via Zoom**	
Online Advisory Session ①	(1)September 25 (Thu.) (2) September 26 (Fri.) ※Pick only one slot to reserve
	Online reservation opens: September 19 (Fri.) 17:00 ～ September 24 (Wed.) 9:00
Online Advisory Session ②	(1)October 8 (Wed.) (2) October 9 (Thu.) ※Pick only one slot to reserve ※Prior to the advisory session, make sure to complete STEP 2 with the assigned level by 17:00 on October 3. If you are approved for a level change, you can switch to a course with open spots.
	Online reservation opens: October 2 (Wed) 17:00 ～ October 7 (Tue.) 18:30

Course Registration STEP2

Open: <u>October 1 (Wed.) 9:00 (JST)</u>
Deadline: <u>October 3 (Fri.)17:00 (JST)</u>

（1）Applicants will receive an URL link for Course Registration STEP2 via email on October 1 (Wed.) around 8:30.

<STEP2 Login page>

京都大学
KYOTO UNIVERSITY

日本語・日本文化教育センター日本語クラス受講申し込み Application for Japanese Language Classes offered
Center for Japanese Language and Culture

■ [STEP2] ログイン Login

| 申請時に登録したPCメールアドレス
E-mail address (PC) you registered when you applied | |
| 申請時に作成したパスワード
Password you created when you applied | パスワードを忘れた方 Forgo |

Login

Enter your registered email address and password in STEP 1 (Page 6)

（2）Please click the course title to register.

日本語・日本文化教育センター日本語クラス履修申し込み Application for Japanese Langu
Center for Japanese Language and Culture

■ [STEP2]試験結果確認・受講科目登録 Test result confirmation and class registration page

Confirm the result (score and the assigned level) in your placement test.

| 申込番号
Registration number | 0000005060 | お名前
Name | Monnet Camila |

試験結果 Test result

| クラス
Class | 中級I Intermediate I | 点数
Score | 42 点 |

※For the course detail, please check the syllabus.
https://www.z.k.kyoto-u.ac.jp/zenkyo/syllabus

■ [STEP2]履修科目登録 Register subjects
履修したいクラスをクリックして申込を行ってください。
Click the subject title which you want to take.

1 - 11件 / 11件

科目名(Class Title)	曜日(Day)	時間(Time)
R474001 Elementary Japanese I (Kanji)	Monday	10:30-12:00
R481001 Elementary Japanese II (Kanji)	Wednesday	10:30-12:00
R488001 Intermediate I (Kanji)		
R486001 Intermediate Japanese		
R492001 Intermediate Japanese		
R487001 Intermediate Japanese		
R489001 Intermediate Japanese I (Composition)	Thursday	10:30-12:00
R490001 Intermediate Japanese I (Listening)	Friday	10:30-12:00
R491001 Intermediate Japanese I (Reading)	Wednesday	10:30-12:00

※<u>The maximum number of Japanese language courses that can be registered for is 4 classes (8 credits) for the following students.</u>
・Graduate students
・Exchange students （Special auditors）
・Research students （Auditor "Japanese classes"）

(3) After clicking course, enter **your student ID number（10 digits）** by per course.
　※Students who enroll as REGULAR students in October 2025 will be able to find their student ID number on the "New student registration" website, on your student ID card, or in the ECS-ID notification.

※**Research students** should enter an "AUDITING STUDENT (JAPANESE)" number beginning with "B" as your student ID.

履修科目登録 Class registration

科目名 Subject	R490001 Intermediate Japanese I (Listening)	曜日・時間 Timetable	

入力例) 0123456789 Example) 0123456789 半角

学生番号
Student ID
[必須]
Required

!!注意!!CAUTION!!
学生番号を正確に入力してください。学生番号が間違っているとKULASISに登録
Please type your student ID number correctly. The wrong student numbe

研究生は、「聴講生（日本語）」用の学生番号を入力してください。所属学部・
Research students have to enter the student ID number used for AU
Otherwise your registration may not be completed properly.

聴講生（日本語）登録証
＜部局名（学科名は記載しない）＞
聴講生（日本語）番号: B990********
氏名:
生年月日:
有効期限:
上記の者は、全学共通科目日本語の聴講が認められている。
令和元年 10 月 1 日
京都大学国際高等教育院

[continue to registration]　[submit to registration]

If you would like to register an additional class, please click "**Continue to registration**" and go back to the list.

When finished, click "Submit to registration".

■ [STEP2]登録済み科目 Registered subjects

科目名(Class Title)	曜日(Day)	時間(Time)
R488001 Intermediate I (Kanji)	Friday	8:45-10:15
R492001 Intermediate Japanese IA (4H course)	Friday	14:45-16:15, 16:30-18:00

1. Click

※**Before Submission**, "Cancellation" is available

キャンセル Cancel

科目名 Subject	R499001 Intermediate Japanese IIA (4H course)	曜日・時間 Timetable	Friday 15:00-16:30, 16:45-18:15

2. Click

[Back]　[Cancel]

area34.smp.ne.jp の内容

送信後の修正はできません。修正の必要が生じた場合は国際高等教育院全学共通科目学生窓口へ連絡してください。
You are not able to make modifications after sending the form. Please contact ILAS Courses Student Desk in the event that you require to make modifications.

[OK]　[キャンセル]

Click "OK" to complete the registration.

<Important>
After the STEP2 registration period, if the number of registrants exceeds the class capacity, a lottery will be held. Only those who are not successful in the lottery will receive an email.

Lottery

Lottery result	How to know the result	If there is a vacancy
Unsuccessful	You will receive an email accordingly.	You can register on a first-come, first-served basis during the registration adjustment period.
Successful	No email will be delivered.	Just attend the class.

Registration Confirmation (KULASIS)

Confirm the registration status **in your own KULASIS account.**

First update in KULASIS
October 7 (Tue.), Evening (JST)

★ Regular (degree-seeking) students must <u>finalize</u> your registration during the course registration period and the class registration confirmation/correction period.

October 1(Wed.) Second Semester Classes begin

Please review the two schedules below to confirm <u>your first class date.</u>
https://www.z.k.kyoto-u.ac.jp/download/japanese-language/14 en.pdf
and
https://www.z.k.kyoto-u.ac.jp/download/academic-calendar/academic calendar en.pdf

Registration Adjustment

Adjustment period:	Registration adjustment period ① <u>October 8 (Wed.) 9:00 ˜ October 14 (Tue.) 9:00</u>
	Registration adjustment period ② October 17 (Fri.) 9:00 ˜ October 20 (Mon.) 9:00

During this adjustment period, students who have completed Course Registration STEP2 can make add/drop the courses.

■ Drop	Information on how to make a request for the adjustment will be delivered before the adjustment period opens by the message from nihongo@mail.adm.kyoto-u.ac.jp Please follow the instruction described in the message.
■ Add **※First-come, first-served enrollment for vacant courses** **※Request for changing the level assigned by the placement test is unaccepted**	

Registration finalized on October 22 (Wed.)

FAQ about the registration for Japanese courses in the ILAS Curriculum

Q1.   I have extended my enrollment date to November. Can I apply for the Japanese language courses?
A1.   No, you cannot apply for the Japanese language courses unless you are enrolled at Kyoto University as of October 1st, 2025.

Q2. I am a research student. Am I eligible to take ILAS Japanese language courses?
A2. Yes, you are. However, you must obtain permission from your supervisor and apply for auditing ILAS Japanese language courses through your graduate school or faculty's administration office before you begin registration STEP1 (see page 2).

Q3.   I could not complete the registration STEP1 by September 5th. Can I still take Japanese language courses?
A3.   There is a final round period from September 16th 9:00 until September 19th 17:00. Those who were unable to complete the registration STEP1 by September 5th 17:00 may also register for the course during this period.

◆How to obtain the latest ID and password for final round STEP1;
 ・Current students
Download the "Guide to Registration for Japanese Language Courses (2025 Second Semester)" from the KULASIS Information site after August 25th.
・New regular students
Download the "Guide to Registration for Japanese Language Courses (2025 Second Semester)" from the New student registration website>Information after August 25th.
・New non-regular students
Contact us, "Japanese-language Education Section", via Form;
 (https://forms.gle/9iYoeST8rn6ydDHD9).

If you register for the registration STEP1 after September 16th, the following procedures will be scheduled as follows:
   ・**Placement test**→September 24th 13:00 to September 25th 17:00
   ・**Course Registration STEP2**→ October 1st 9:00 to October 3rd 17:00
   ・**Online Advisory Session**→ October 8th or 9th session is available
    ※ Given the compressed timeline, please complete the registration STEP1 by September 5th as originally scheduled.

Q4. I registered my personal email address in STEP1. But I didn't receive an email "Welcome to PandA". What should I do?
A4. Firstly, please check the Junk and promotion mailbox in your email account. If you don't find it anywhere, please contact us immediately via Form, (https://forms.gle/9iYoeST8rn6ydDHD9).
 On the other hand, if you have ever activated a PandA account with the same email address (as login ID) at the previous placement test, you will not receive the welcome message this time. In this case, please log in to PandA with the same password that was used to activate your account at the last time.
(Please refer to the "Placement Test Guide" which is sent to you prior to the Placement test.)

Q5. I log in to PandA with my ECS-ID since I am a current student, but I cannot find the placement test in my PandA account.
A5. This is because you did not register with the <st.kyoto-u.ac.jp> address in STEP1. In this case, there is no placement test in your PandA. Please log in to PandA with your registered email address and password when you activated your account.

Q6. I would like to know the content and the instructors of each course before STEP2 registration begins.
A6. Please search the syllabus for each course from the below.
https://www.z.k.kyoto-u.ac.jp/zenkyo/syllabus

Q7. In STEP2, I was going to sign up for multiple courses. But the application was closed right after I signed up for one course. How can I register for additional courses?
A7. Your application has been closed because you completed STEP2 by clicking "Submit to registration" instead of "continue to registration". In this case, please contact https://forms.gle/9iYoeST8rn6ydDHD9 to cancel the completion. You will then be able to register for additional courses. Please click "Submit to Registration" after selecting all the courses you would like to register for.

Q8. I would like to apply for the course that is already oversubscribed. Can I be placed on a waiting list?
A8. There is NO waiting list for the cancellations. Please check the Google Form which will be notified by an email about the registration adjustment period to verify class registration status. If space is available, registration will be accepted on a first-come, first-served basis during the registration adjustment period.

Q9. Is it possible to audit the un-registered courses?
A9. No. There is no such options. Please make sure that you register all courses you would like to take.

Q10. When does the class start?
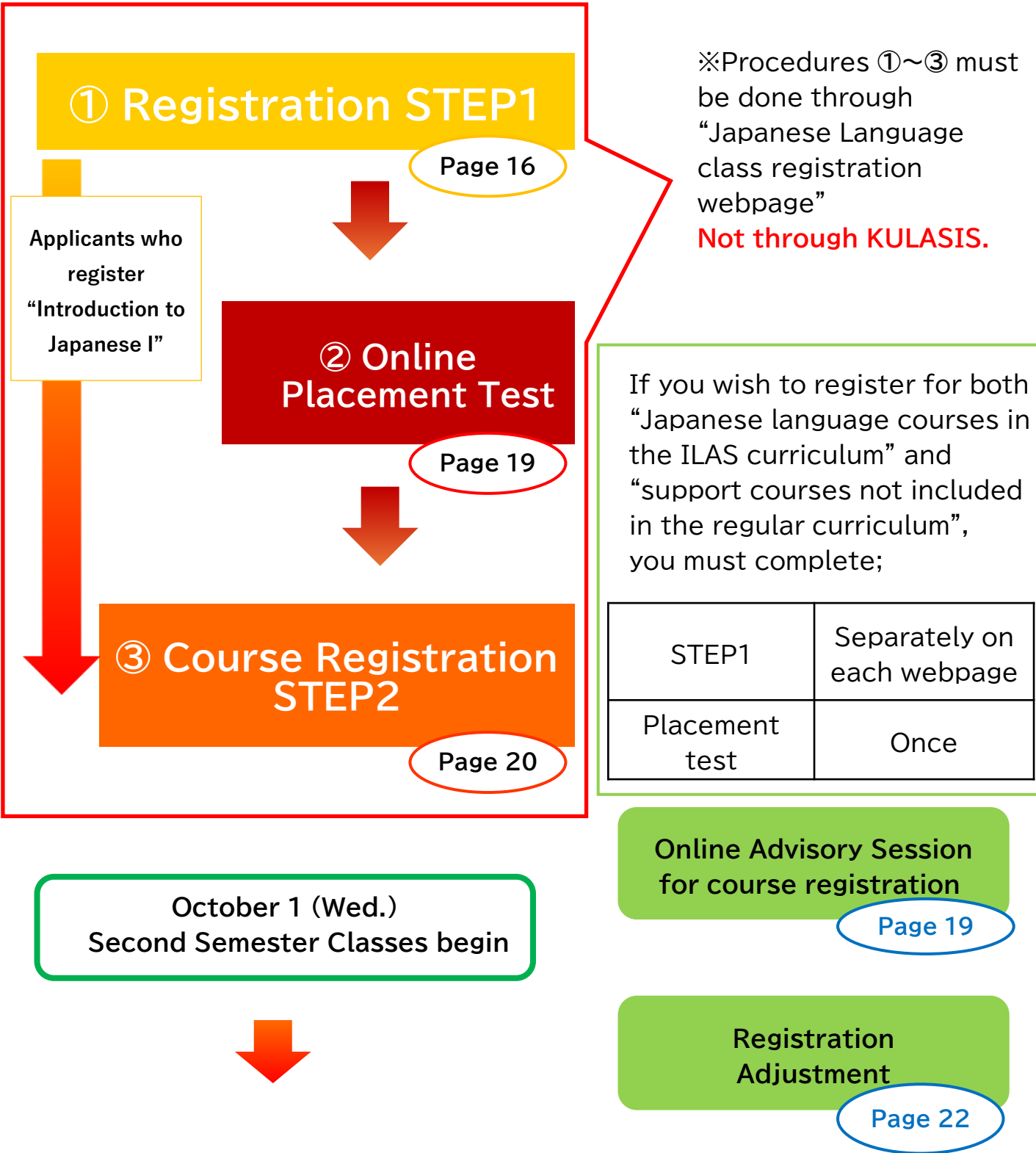A10. Please check this manual on page 11 .

（2）Registration for Japanese language support courses not included in the regular curriculum

（2）【Support course】Registration for Japanese language support courses not included in the regular curriculum

The following procedures ①②③ (or ①) are required to attend Japanese language support courses not included in the regular curriculum.
※Attending Japanese language courses without registration is strictly prohibited.

★Flowchart of the registration process

① Registration STEP1
Page 16

Applicants who register "Introduction to Japanese I"

② Online Placement Test
Page 19

③ Course Registration STEP2
Page 20

※Procedures ①～③ must be done through "Japanese Language class registration webpage"
Not through KULASIS.

If you wish to register for both "Japanese language courses in the ILAS curriculum" and "support courses not included in the regular curriculum", you must complete;

STEP1	Separately on each webpage
Placement test	Once

Online Advisory Session for course registration
Page 19

October 1 (Wed.) Second Semester Classes begin

Registration Adjustment
Page 22

Registration finalized on October 20 (Mon.)

★Information about support courses will not be posted on the KULASIS.
Please check the links below for the details such as class schedule.
Japanese language support courses not included in the regular curriculum

15

Open: September 1 (Mon.) 9:00 (JST)
Deadline: September 5 (Fri.) 17:00 (JST)

In STEP1, applicants need to register their own personal data such as name, faculty/graduate school, student status and email etc.

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1. Please access the URL below
"Japanese language courses offered by the Education Center for Japanese Language and Culture" site.
https://u.kyoto-u.jp/t96xh

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2. Click (2) Japanese language support courses not included in the regular curriculum.

(1)
Japanese language courses in the Liberal Arts and Sciences curriculum

(2)
Japanese language support courses not included in the regular curriculum

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3. Go to the STEP 1 Login page

Japanese language class registration webpage 〉

Click!

日本語・日本文化教育センター全学共通科目日本語クラス受講申し込み Application for
Arts and Sciences curriculum offered by the Education Center for Japanese Language and Center

■ **[STEP1] ログイン** Login
■ 注意事項 NOTICE

※Enter the following ID and Password

ログインID Login ID	
パスワード Password	

ID: Support25

PW: Autumn1

Login

パスワード作成 Create a password

新規パスワード作成
[必須] Required
Create your password
半角英数字、8文字以上16文字以下
8 to 16 characters with single-byte alphabets and numbers.

入力例 Example
半角英数 Single-byte alphabets and numbers
(確認用) Re-ent

このパスワードは「履修科目登録STEP2」で必要
This password is requested in the Course Regist

Create your own Password
※This password is necessary when you log in to the webpage for the Course Registration STEP2

In the Personal Information area, **required fields must be filled in** completely.
Especially, please pay attention to the following area.

[必須] Required
mic status

KU Status	※Be sure to choose correct status
Identification at Kyoto University	Be sure to upload a scanned copy of your ID card or Letter of Admission that proves your enrollment at KyotoU.
Email address ※placement test information will be sent to this address	Current students: KU student email address **MUST!** (@st.kyoto-u.ac.jp) Researchers: KU email address (@kyoto-u.ac.jp) ※Lab email address is not acceptable. e.g.) x@drs.dpri.kyoto-u.ac.jp 　　　x@cira.kyoto-u.ac.jp 　　　x@yukawa.kyoto-u.ac.jp 　　　x@cseas.kyoto-u.ac.jp 　　　x@kurims.kyoto-u.ac.jp
	New students and researchers who haven't received the KU email address yet: Gmail address or Home university address is recommended. ★★DO NOT REGISTER with★★ @hotmail.com / @outlook.com / @web.de/ @gmx mail / @cell phone company email address
※After registration, please check your email account regularly since important notices regarding the Japanese language course registration will be sent there.	
学年/Grade 学生番号/Student No. 指導教員/Advisor	These items are optional. Leave them blank if you are a new student and you do not have them yet.
電話番号/ Phone Number	Do not input "+" id "-" between numbers.

Q7. あなたは今学期どのレベルの日本語授業の受講を希望していますか。 Which level do you want to take this semester? [必須] Required

入門Iレベル Introduction to Japanese I level	○Introduction to Japanese I Wednesday Course (※same content as Thursday's)
	OR ○Introduction to Japanese I Thursday Course (※same content as Wednesday's)
入門II以上 Introduction to Japanese II or above. Business Japanese Course is for Advanced level applicants.	○Introduction to Japanese II or above

Please choose Wed. or Thu. course if you apply for "Introduction to Japanese I"

To take the placement test, please check "Introduction to Japanese II" or above.

（Refer to "Online Placement Test" on page 19）

重要:現時点で、有効化されたECS-IDまたはSPS-IDを持っていますか? [必須] Required
在学生/研究者のみなさんへ。 プレースメントテストの受験には、有効化されたECS-ID/SPS-IDが必要です。
IMPORTANT NOTICE: At the morment, Do you have active ECS-ID or SPS-ID?
Only to current students/researchers,
Activated your ECS-ID will be required on the placement test.

○Yes, I have an activated ECS/ SPS-ID.
○No, I don't have my ECS/ SPS-ID.

Click!

確認(Comfirm)

されたECS-IDまたはSPS-IDを持っていますか? [必須] Required
プレースメントテストの受験には、有効化されたECS-I
t the morment, Do you have ACTIVATED your ECS-ID or SPS-ID ?
ents,
SPS-ID will be required on the placement test.

ctivated ECS/ SPS-ID.

修正(Back)　送信(Submit)

Confirm your registration then click "Submit" to complete your STEP1.

STEP1 complete Email
from
<nihongo@mail.adm.kyoto-u.ac.jp>

Registration STEP1 completed↵
From:ECJLC@mail2.adm.kyoto-u.ac.jp↵
To:xxxxxxxx@xxxxxx.xx.xx↵
↵
Your online registration STEP1 has been completed....
===↓
Registration number : 000000XXXX↵
*The last four digits of this number will be requested ↵
in the online placement test.↓
===↵

※If you do not receive an auto email after submission, STEP1 may not have been completed successfully. In that case, please contact the Japanese Education Section <u>immediately</u> from the link below:

※Last four-digit registration number
It will be required when you take the online placement test, your inquiry to us, and so on.

Online Placement Test

Period	(Japan Standard Time) September 10 (Wed.) 9:00~September 12 (Fri.) 17:00 ※**Inaccessible b/w 4am and 6am due to maintenance**
Answer time	80 minutes
Results	To be announced on September 19 (Fri.) evening via email

Applicants		Placement Test
■ intending to take Introduction II or higher level		**Required**
■ difficult to decide by self whether Introduction I or II.		
■ already chose Introduction II or higher level in STEP 1 but would like to take Introduction I		
■ real beginners and intending to take only Introduction I		**Not required**

・The online placement test is conducted using a web-based learning system called "**Pand A**".
・By the day before the test, the test taker will receive an invitation message from Prof. Ruchira Palihawadana. Please read instructions in the message carefully before taking the test.

> **Please be sure to have the four-digit registration number ready before you take the test. ("Registration number"→ Page 18)**

Online Advisory Session

Japanese language coordinators offer this session to the following applicants.
■ who need to take courses in a level that differs from the result of the placement test.
■ who have attended the first your class and wondered if the course to take was suitable for your Japanese proficiency.

> **Make an online reservation in advance (first come first served)**
> Reservation details will be emailed on October 9 to those who took the placement test.

※ Prior to the advisory session, make sure to complete STEP 2 with the assigned level by 17:00 on October 3. If you are approved for a level change, you can switch to a course with open spots.

Session will be held **via Zoom**	
Online Advisory Session	(1)October 15 (Wed.) or (2) October 16 (Thu.) ※Pick only one slot to reserve.
	Online reservation opens: **October 9(Thu.) 9:00 ~ October 10 (Fri.) 17:00**

Course Registration STEP2

Open: October 1 (Wed.) 9:00 (JST)
Deadline: October 3 (Fri.) 17:00 (JST)

（1）Applicants will receive an URL link for Course Registration STEP2 by email on October 1 (Wed.) around 8:30.

<STEP2 Login page>

京都大学
KYOTO UNIVERSITY

日本語・日本文化教育センター日本語クラス受講申し込み Application for Japanese Language Classes offered
Center for Japanese Language and Culture

■ [STEP2] ログイン Login

| 申請時に登録したPCメールアドレス
E-mail address (PC) you registered when you applied | |
| 申請時に作成したパスワード
Password you created when you applied | パスワードを忘れた方 Forgo |

Login

> The email address and PW registered in STEP 1 (Page16) are required to Login

<STEP2 Course Registration page>

（2）The course assigned based on the result of placement test is displayed in this page.

申込番号 Registration number	BU000000XXXX	お名前 Name	Kyodai Taro

試験結果 Test result			
クラス Class	中級II Intermediate II	点数 Score	80 点

Confirm your result (score and the assigned level) in the placement test

（3）**Please choose your assigned level course.**

Please ✓your level

Based on your level finalized by Placement Test, please choose your class as below. Even if there is one option, please complete STEP2 by choosing the class.

You can take only one of these two classes. (The contents of the classes are the same.)

☐ 入門コースI Introduction to Japanese I ←Switch on the checkbox and then choose one of c
  ○ 入門コースI① 水曜クラス Introduction to Japanese I① Wednesday Class
  ○ 入門コースI② 木曜クラス Introduction to Japanese I② Thursday Class

Introduction I: Wed. or Thu. class

☐ 入門コースII Introduction to Japanese II

Introduction II: One option

☐ 中級講座IB Intermediate to Japanese IB ←左のチェックボックスをオンにし、下記いずれかのクラスを選んでください。
↖Switch on the checkbox and then choose one of classes below.
  ○ ①Fri. 10:30-12:00 Face-to-face class at Yoshida Campus: covers the first hal
  ○ ②Fri. 13:15-14:45 Online class: covers the second half of the textbook

Intermediate I: 2nd or 3rd class on Fri.

☐ 中級講座IIB Intermediate to Japanese IIA←このクラスを受講する場合、左のチェックボックス
下の丸いチェックボックスをオンにしてください。Switch on the checkboxes on the left and b
  ○ オンライン授業 Online class

Intermediate II: One Option

☐ 上級講座B Advanced Japanese Course B ←このクラスを受講する場合、左のチェックボックスと
下の丸いチェックボックスをオンにしてください。Switch on the checkboxes on th
  ○ オンライン授業 Online

Advanced: Advanced or/and Business

☐ ビジネス日本語B Business Japanese B
↖このクラスを受講する場合、上のチェックボックスをオンにしてください。Switch on the checkbox to take this course.

Send

Click "Send", then go to the confirmation page

Click "Send", again to complete your registration

あなたのクラス Your course

Previous Page   Send

<Important>
After STEP2 registration period, if the number of registrants exceeds the class capacity, a lottery will be held. Only those who are **not successful** in the **lottery** will receive an email.

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About Lottery

Lottery result	How to know	If there is a vacancy
Unsuccessful	You will receive an email accordingly.	There will be a priority to re-register. The email may be sent so please don't miss the email.
Successful	No email will be delivered. Just attend the class.	

October 1 (Wed.) Second Semester begins

Please review the two schedules below to confirm your first-class date.
https://www.z.k.kyoto-u.ac.jp/introduction/education-center-for-japanese/japanese-language-classes/learning-support
and
https://www.z.k.kyoto-u.ac.jp/download/academic-calendar/academic calendar en.pdf

Registration Adjustment

Adjustment form at: https://forms.gle/3zxc6VwxUSmqtQUv9

During the following period, you can change the class(within the same level) or withdraw of your registration,

> **Adjustment period for the registration**
>
> **October 8 (Wed.) 9:00~October 20 (Mon.) 9:00**

- If you need to discuss your level assessed by the placement test, refer to the "Online advisory session" on page 19.
- The classes available on PandA after October 20th evening.

How to login to PandA

Email Address you registered in STEP1	User ID	Password
KU student Email address	ECS-ID	Password for ECS-ID
Other Email address	Email address registered in STEP1	The password which you set to activate PandA with "Welcome to PandA" email

FAQ about the registration for Japanese support courses

Q1. I have extended my enrollment/hire date to November. Can I apply for the Japanese support courses?

A1. No, you cannot apply for the Japanese language courses unless you are enrolled/employed in Kyoto University as of October 1st, 2025.

Q2. I could not complete the registration STEP1 by September 5th. Can I still take Japanese language courses?

A2. There is a final round period from September 16th 9:00 until September 19th 17:00. For those who were unable to complete the registration STEP1 by September 5th 17:00 may also register for the course during this period.

◆ How to obtain the latest ID and password for the final round STEP1;

・Current students:
Download the "Guide to Registration for Japanese Language Courses (2025 Second Semester)" from the KULASIS Information site after August 25th.

・New regular students:
Download the "Guide to Registration for Japanese Language Courses" from the New student registration website>Information after August 25th.

・Researchers and new non-regular students:
Contact Japanese Education Section via inquiry form, https://forms.gle/9iYoeST8rn6ydDHD9.

If you register for the registration STEP1 after September 16th, the following procedures will be scheduled as follows:

・**Placement test**→ September 24th 13:00 to September 25th 17:00
・**Course Registration STEP2**→ October 1st 9:00 to October 3rd 17:00

※Given the compressed timeline, please complete the registration STEP1 by September 5th as originally scheduled.

Q3. I registered my personal email address in STEP1, but I didn't receive an email "Welcome to PandA". What should I do?

A3. Firstly, please check the junk and promotion mailbox in your email account. If you don't find it anywhere, please contact us via inquiry form, https://forms.gle/9iYoeST8rn6ydDHD9 immediately.
On the other hand, if you have ever activated a PandA account with the same email address (as login ID) at the previous placement test, you will not receive the welcome message this time. In this case, please log in to PandA with the same password that was used to activate your account at the last time.(Pleas refer to the "Placement Test Guide" which was sent to you prior to the PT.)

Q4. I log in to PandA with my ECS-ID since I am a current student. But I cannot find the placement test on my PandA account.
A4. This is because you did not register with the <st.kyoto-u.ac.jp> address in STEP1. In this case, there is no placement test in your PandA. Please log in to PandA with your registered email address and password when you activated your account.

Q5. I would like to know the contents and the instructors of the support courses.
A5. Please search the syllabus of the support courses from the link below.
https://www.z.k.kyoto-u.ac.jp/download/japanese-language/6.pdf

Q6. I want to apply for the course that has already been oversubscribed. Can I be placed on a waiting list?
A6. There is NO waiting list for the cancellations. Please check the Google Form which will be notified by an email about the registration adjustment period to verify class registration status. If space is available, registration will be accepted on a first-come, first-served basis during the registration adjustment period

Q7. Is it possible to audit the un-registered courses?
A7. No. There is no such options. Please make sure that you register all courses you would like to take.

Q8. When does the class start?
A8. Please refer to the Page 22.

Contact details:

ILAS Japanese Language Courses Administration Office

Basement Floor,
Yoshida International House（#94）

Inquiry Form: https://forms.gle/9iYoeST8rn6ydDHD9
TEL: 075-753-9597 or 9586

HELPDESK
On
ILAS JAPANESE
LANGUAGE COURSES

If you have queries regarding Japanese language study, you can consult to course instructor directly.

Please refer the website below for their office hours.

https://www.z.k.kyoto-u.ac.jp/introduction/education-center-for-japanese/japanese-language-classes/zenkyo-japanese/notes