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## Guidelines on the Use of Kyoto iUP Online Application System (for Students' Use)

### 1. Environment of Usage

- 1.1 While keeping the OS and software on your computer up to date with antivirus software installed, update your virus definitions to the latest version.
- 1.2 Make sure that no file-swapping software has been installed on your computer.
- 1.3 The following browsers are recommended for use.  
Windows: Microsoft Edge (latest version); Google Chrome (latest version); and Mozilla Firefox (latest version)  
Mac: Safari (latest version) or Mozilla Firefox (latest version)

### 2. ID/Password

- 2.1 Please be sure to carefully manage your password to prevent it from being known to a third party.
- 2.2 Your password should be at least 12 characters and no more than 32 characters in length, and contain both letters and numbers.

### 3. Precautions to Prevent Leakage of Information

- 3.1 Please avoid using computers that are publicly accessible to access to the Kyoto iUP Online Application System and do not save your email address and password on the device.

### 4. Suspension from Use

- 4.1 In the event that a user falls under any of the following situations, the system administrator may suspend the user from using the Kyoto iUP Online Application System:
  - 4.1.1 If the user does or is likely to do things that breaks relevant laws and ordinances, etc.; or
  - 4.1.2 If the system administrator deems it to be otherwise inappropriate for the user to continue using the Kyoto iUP Online Application System.
- 4.2 If it is confirmed that someone other than the applicants has acted on their behalf, their application will be rejected immediately, or their enrollment will be terminated.

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## Privacy Policy on the Use of Kyoto iUP Online Application System

Kyoto iUP Online Application System (hereinafter "Service") is operated in accordance with the Kyoto University Privacy Policy, which is posted online at the following URL.

Kyoto University Privacy Policy

[https://www.kyoto-u.ac.jp/en/privacy\\_policy](https://www.kyoto-u.ac.jp/en/privacy_policy)

Personal information obtained through the Service will be used for the following purposes:

1. Conducting admission (application screenings and selection)
2. Notifying applicants of results and sending selection results
3. Sending enrollment procedure documents
4. Sending information following enrollment
5. Creating statistical data on admission
6. Preparing student data after enrollment
7. Accepting payment of application fees
8. Confirming the state of access to the Service

Also, access data obtained through the Service may be used for the following purposes:

1. Support for solution of problems faced by users
2. Improvement of the Service operations
3. Confirmation of compliance with relevant laws and ordinances, the University's rules, and Guidelines on the Use of Kyoto iUP Online Application System
4. Creation of statistical data

Access analysis and collection of statistical data are conducted using third-party technology. The statistical data collected are used for the purpose of improving the provided services and are not intended to be used for identifying individuals.