

2016 Autumn

**Registration Manual for Japanese
Language Courses**

offered by the

**Education Center for Japanese Language and Culture,
Kyoto University**

First, visit our homepage: <http://www.ryugaku.kyoto-u.ac.jp/en/japanese-e/japanese-classes-e/>

The following registration page will appear. Click the blue icon to login.

|Online Registration for Japanese Language Classes

Online registration is required for the International Center's Japanese language classes. Depending on the level of the class, a placement test and/or interview may also be required. Auditing is not allowed.

For information regarding the registration procedures and deadline, please refer to "Online Registration Timeline [PDF]" below.

Online registration is not available for the Center's Intercultural Communication Classes (see below) and Additional Japanese Language Support classes (see menu at right). Students who wish to apply for these classes should submit the application forms provided.

- [OnlineRegistrationTimeline\[PDF\]](#) 
- [OnlineRegistrationLogin](#) 



Click here.

~Step 1~

<Login page>

Enter ID and Password. You can obtain them at your faculty or the office **in the basement of the 'Yoshida International House' located in the Yoshida-South Campus.**

国際交流センター日本語クラス受講申し込み Application for Japanese Language Classes offered by the International Center

■ [STEP1] ログイン Login

ログインID Login ID	<input type="text"/>	← ID
パスワード Password	<input type="password"/>	← Password

Login

Fill out the Japanese Proficiency Questionnaire.

学部/研究科 [必須] Required Faculty/Institution	—— 選択してください ——
身分 [必須] Required Academic status	<ul style="list-style-type: none"> ● 学部生 Undergraduate ● 修士課程 Master's Program ● 博士課程 Doctoral Program ● 博士一貫課程 Program for Leading Graduate Schools (5-year program) ● 予備教育生 MEXT Intensive Course student ● 元予備教育生 Former MEXT Intensive Course student ● 日韓生 Japan-Korea Joint Government Scholarship Program (Science and Engineering). ● 日研生 Japanese Studies student ● 研究生等 Research student etc. ● 研究者 Researcher ● 短期交流学生 Short-term Exchange student ● KUINEP STUDENT ● 部局間交換留学生 Inter-departmental Exchange student ● 上記以外の交換留学生 Exchange student (other than KUINEP and Inter-departmental Exchange)

When you choose your Academic status, if you are Research student, select 'Research student', if you are a General Exchange Student (GE), select 'Exchange student (other than KUINEP and Inter-departmental Exchange)'. Students who were previously Intensive Japanese Language Course Program students, please select 'Former MEXT Intensive Course student'.

After you complete Step 1, the following confirmation page will appear. If you find any errors, correct them in this step.

<Confirmation page>

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■ 日本語能力質問票 Japanese Proficiency Questionnaire

個人情報 Personal Information

氏名 Name	名字 Last name(Family Name) その他の名前 Middle name	Kyoto	名前 First name(Given Name) 漢字氏名 Name in Kanji(if available)	FSD
国籍 Nationality	フィンランド			
性別 Gender	男性 (Male)			
学部/研究科 Faculty/Institution	文学研究科 - Graduate School of Letters			

Please state in detail your purpose of studying Japanese

生活のため

Q9. あなたは今学期どの日本語授業の受講を希望していますか。
Which Japanese class(es) do you want to take this semester?

漢字クラスはとらないが、下記の日本語授業の中から授業をとるつもりです。

Q10. 漢字クラス以外で、受講を希望する日本語授業のレベルを次の中から一つだけ選んでください。
Please indicate the level of Japanese class(es) you wish to take this semester. You may select only one level from the following choices.

初級1週1日クラス Elementary I 1 day a week class

Previous Page Submit

▲このページの先頭へ

Shizuoka University

このページに格納されている内容は、卒業・修業等の無断転載を禁じます。

The screenshot shows a web form for selecting Japanese classes. At the top, there is a decorative wavy line. Below it, a form contains several sections. The first section is a text box with the prompt 'Please state in detail your purpose of studying Japanese' and the answer '生活のため' (For living). The second section is a question Q9 asking which Japanese classes the user wants to take, with the answer '漢字クラスはとらないが、下記の日本語授業の中から授業をとるつもりです。' (I won't take the Kanji class, but I plan to take a class from the following Japanese classes). The third section is a question Q10 asking for the level of the class, with the answer '初級1週1日クラス Elementary I 1 day a week class'. Below the form, there are two buttons: 'Previous Page' and 'Submit'. Both buttons are circled in red. Red arrows point from these buttons to text boxes below. The 'Previous Page' button points to a box that says 'If you want to correct your information, click ' Previous Page ' .'. The 'Submit' button points to a box that says 'If you don't need to correct the information, click ' Submit ' .'. At the bottom of the form, there is a footer with 'Shizuoka University' and a disclaimer in Japanese.

If you want to correct your information, click ' Previous Page ' .

If you don't need to correct the information, click ' Submit ' .

Step 1 Completed!

After you submit Step 1, you will receive an e-mail for the next step.

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■ 日本語能力質問票 Japanese Proficiency Questionnaire

下記の内容で登録しました。
Registration completed as follows:

個人情報 Personal Information

氏名 Name	姓 Last name (Family Name) その他の名前 Middle name	京都 Kyoto	名前 First name (Given Name) 漢字氏名 Name in Kanji (if available)	PSD

This is Kyoto University. Thank you for applying to the Japanese Language Classes of the International Center.  4.19KB

✉ 送信者 : <FSD@mail2.adm.kyoto-u.ac.jp> 2014/03/07 15:17:55 | アドレス追加

下記の申し込み番号と学生証を持って初級 I 週3日クラスのための面接を受けてください。
スケジュールや場所については国際交流センターの掲示板を見て下さい。
KUINEP生でオリエンテーションの時に日本語のクラス分けの試験を受けている人は必要ありません。
※このメールアドレスへは返信できません。

=====
申し込み番号 : 0000000007
=====

You are required to attend an interview for the Elementary I '3 days' class. Please bring your registration number below to the interview. For the interview scheduled for the International Center. KUINEP students who have taken the placement test do not need to attend the interview.
* You cannot reply to this mail.

=====
Registration number : 0000000007
=====

You will be assigned a Registration number in the order that you registered. If you are required to take the Placement Test, please write down this number. You will need this number when you take the test.

 Take the interview and/or placement test as necessary.

Do I need to take an Interview or the Placement Test ?

Use the chart below as a guide.

Class	Interview	Placement Test
Kanji class only		

Elementary I (+ Kanji class)

Class	Interview	Placement Test
3 days a week class	required	
1 day a week class		

Elementary II (+ Kanji class)

Class	Interview	Placement Test
3 days a week class	required	required
1 day a week class		required

Intermediate I and above (+ Kanji class)

Class	Interview	Placement Test
1 day a week class		required

If you don't need to take either the Interview or the Placement Test, please go to your class (es) directly.

As for the Interview and the Placement Test schedule, please refer to our website or bulletin board.

~Step2~

In Step 2, you will complete the registration process for the class (es) you want to take. The level you are assigned to is determined based on your test results.

Step 2 is necessary for all applicants, including those who don't need to take the Interview or the Placement Test.

Access the login page for Step2 from the URL provided in the e-mail sent to all applicants after the Placement Test period. **Please complete this step during the registration period.**

メール文面設定					
文面 [必須]	差替えキーワード	文書参照	プレビュー	入力文字チェック	半角カナ→全角カナ
登録期間内に以下のURLからクラス登録(Step2)を行ってください: Please register for your class(es) through the website below during the registration period (Step2):					
URL					

<Login page>

When you click the URL, the following page will appear.

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■ [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	<input type="text"/>
申請時に作成したパスワード Password you created when you applied	<input type="password"/>

パスワードを忘れた方

Login

©Kyoto University

このサイトに掲載されている内容・写真・意匠等の無断転載を禁じます。

<Class registration page>

In this page you will be able to see your test score and the level to which you have been assigned based on your test results.



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

Registration number	申込番号 Registration number	12312311	お名前 Name	xxx xxx	Name
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試験結果 Test result

Designated level	クラス Class	中級I	点数 Score	98 点	Test score
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<Confirmation page>

After you have registered for your class (es), the following confirmation page will appear. If you find any errors, correct them in this step.



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

受講科目登録 Class registration

漢字 Kanji class	[01A13] 基礎漢字1(A) Basic Kanji 1(A)
初級I Elementary I	[07A13] 会話 Conversation [08A13] 週1日クラス(文法) "1 day a week" Class (Grammar)

Previous Page

Send

Click ' Previous Page ' to correct the information.

Click ' Send ' to complete the registration.

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

登録が完了しました
Registration completed

Step 2 Completed!

After you complete your registration, you will receive the e-mail below.

```
>>> X-FROM-EMAIL:      fsd-online@mail2.adm.kyoto-u.ac.jp
>>>
>>>
>>>
>>> 受講科目登録が完了しました。
>>>
>>> あなたが登録した科目は以下の通りです。
>>>
>>> Class registration has been completed.
>>>
>>> The class(es) you registered is/are as follows.
>>> -----
>>>
>>>
>>> <漢字クラス/>Kanji class>
>>> [01A14] 基礎漢字1(A) Basic Kanji 1(A)
>>> <中級I/Intermediate I>
>>> [19A14] 会話 Conversation, [22A14] 聴解 Listening, [23A14] 口頭演習基礎 Oral Communication
>>> -----
```

Once you register for the class (es), you will not be able to make changes/ corrections through the system. If you need to change your class (es), please inform the office of the Yoshida International House. Please note that you can only change your class (es) until the end of the adjustment period. After the adjustment period, we will not accept any changes.

※Please also note that a request to change classes may not be approved depending on the results of your Placement Test.