How to use Kyushu University Job and Career Support System
（Career Consulting Appointment）

Kyushu University Student Affair Department, Career and Scholarship Division, Job and Career Support Section

KYUSHU UNIVERSITY

1. Login

Login by reading the URL below or the QR Code.
https://uc-student.jp/kyushu-u/

Enter your SSO-KID and password,
Then press "Login".

九州大学

2．How to make a career consulting appointment

Click「学校からのお知らせ」(Notification from school)
through top page.※①

Click「キャリア相談予約」(Career consulting appointment) ※②

<Attention> Be sure to check below before you make an appointment.
・You can make an appointment one time per student during an application period. You cannot make multiple appointments at the same time.
・You can make an appointment again if the appointment time has passed the starting time or cancel the appointment.
・We accept application through this system by 9am on the day.
・Absence without notice is strictly prohibited. Please cancel the appointment immediately if you are not available. Please note that student who did absence without notice may not be able to make an appointment from next time.
・Give a title by following rule below when you submit application documents.
DO NOT INCLUDE YOUR PERSONAL INFORMATION IN A FILE TITLE. YOU CANNOT DELETE IT AFTER YOU SUBMIT.

九州大学

2．How to make a career consulting appointment

Consultation appointment calendar appears.

Regarding appearance of this calendar.

⬤ already booked (the day you made an appointment)

⬤ accepting appointment

⬤ full/closed appointment

・Appointment frame appears when you click a preferred day.
You can check your adviser and place in order of appoint frame.
・You can make an appointment one time per student during an application period. You cannot make multiple appointments at the same time.
・You can make an appointment again if the appointment time has passed the starting time or cancel the appointment.

※実際の画面では、九州大学進路・就職アドバイザー名、実際の時間、実施場所が表示されます。

九州大学キャリア・就職支援システム利用方法

九州大学

2．How to make a career consulting appointment

「新規で予約する」(new appointment) appears.

Make sure your appointment day, adviser and place (if you prefer to face-face consultation) then choose implement method and details of consultation.

Select from pull-down below ※①
- ・進路相談（進路選択、留学、留年等）Career consulting
- ・IS関連（ES添削、面接対策、GD対策等）
- ・就活関連（ES添削、面接対策、GD対策等）
- ・公務員関連（ES添削、面接対策、GD対策等）
- ・内定関連（辞退等）
- ・その他 ※②
- ・IS (ES check, preparation for job interview, preparation for GD)
- ・Job hunting (ES check, preparation for job interview, preparation for GD)
- ・Public servant (ES check, preparation for job interview, preparation for GD)
- ・Job offer (decline job offer etc.)
- ・Others

It is necessary to include your phone number and email address in "details of consultation" ※②

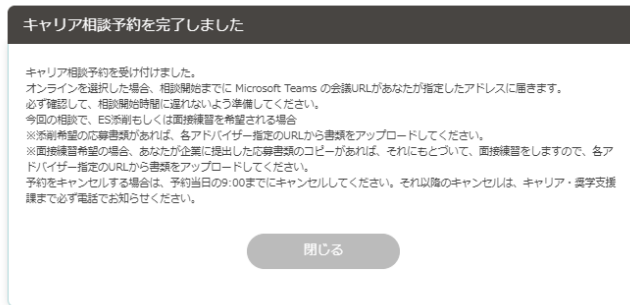*You will receive Microsoft Teams URL when you select online consultation.

※実際の画面では、九州大学進路・就職アドバイザー名、実際の時間、実施場所が表示されます。

九州大学

2. How to make a career consulting appointment

Click 「予約する」(make an appointment) ※①
if everything is correct.
「キャリア相談予約を完了しました」(you completed that appointment) appears.

Details of consultation is necessary.

Please make sure the email you will receive other than the message above.

We accept application through this system by 9am on the day.

3. How to cancel or change appointment

Refer to 2. how to show up consultation calendar.
Click「予約済み一覧」(Appointment frame) ※①
Click「予約内容を変更する」(change) or「予約キャンセルする」(cancel)
 Change: after you changed detail, click「予約内容を変更する」
 Cancel: Click「予約をキャンセルする」 ※②

You will see each completion message.

<u>Absence without notice is strictly prohibited.</u>
<u>Please cancel the appointment immediately if you are not available. Please note that student who did absence without notice may not able to make an appointment from next time.</u>

You can cancel through this system by 9 am on the day. After that, please call Career and Scholarship Support Division.（092-802-5897）

※実際の画面では、九州大学進路・就職アドバイザー名、実際の時間、実施場所が表示されます。

九州大学キャリア・就職支援システム利用方法

九州大学

●How to upload application document

Application document should be submitted no later than 9am on the consultation day.
(if you submit late, you may not be able to consult)

Check URL that your adviser will take your application document and login each URL.

Each adviser's URL is here.

1.Click upload
2.Drag and drop the file you want to submit.
 *Title should be 「00000000_○○（adviser's name）」
Give a title by following rule below when you submit application documents.
DO NOT INCLUDE YOUR PERSONAL INFORMATION IN A FILE TITLE. YOU CANNOT DELETE IT AFTER YOU SUBMIT.

*Example: May 12th, 12:10~ ○○adviser
「05121210_adviser's name」
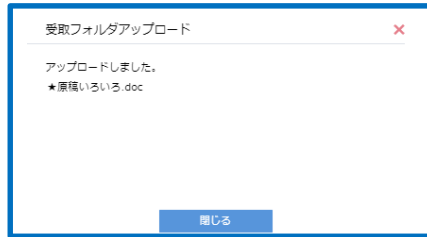
九州大学キャリア・就職支援システム利用方法

九州大学

● How to upload application document

3. Make sure the title.
4. When the upload is complete, you will see a message like the one below.

Make sure to check your adviser's name and file title before you upload.

DO NOT INCLUDE YOUR PERSONAL INFORMATION IN A FILE TITLE.
YOU CANNOT DELETE OR CHANGE IT AFTER YOU SUBMIT.

If you would like to re-submit, add【修正版】(fixed) in the file title「00000000_○○（アドバイザー名）**here**」you already submitted by deadline.

Your adviser delete your documents if you cancel after submitted the document.

九州大学キャリア・就職支援システム利用方法

九州大学