

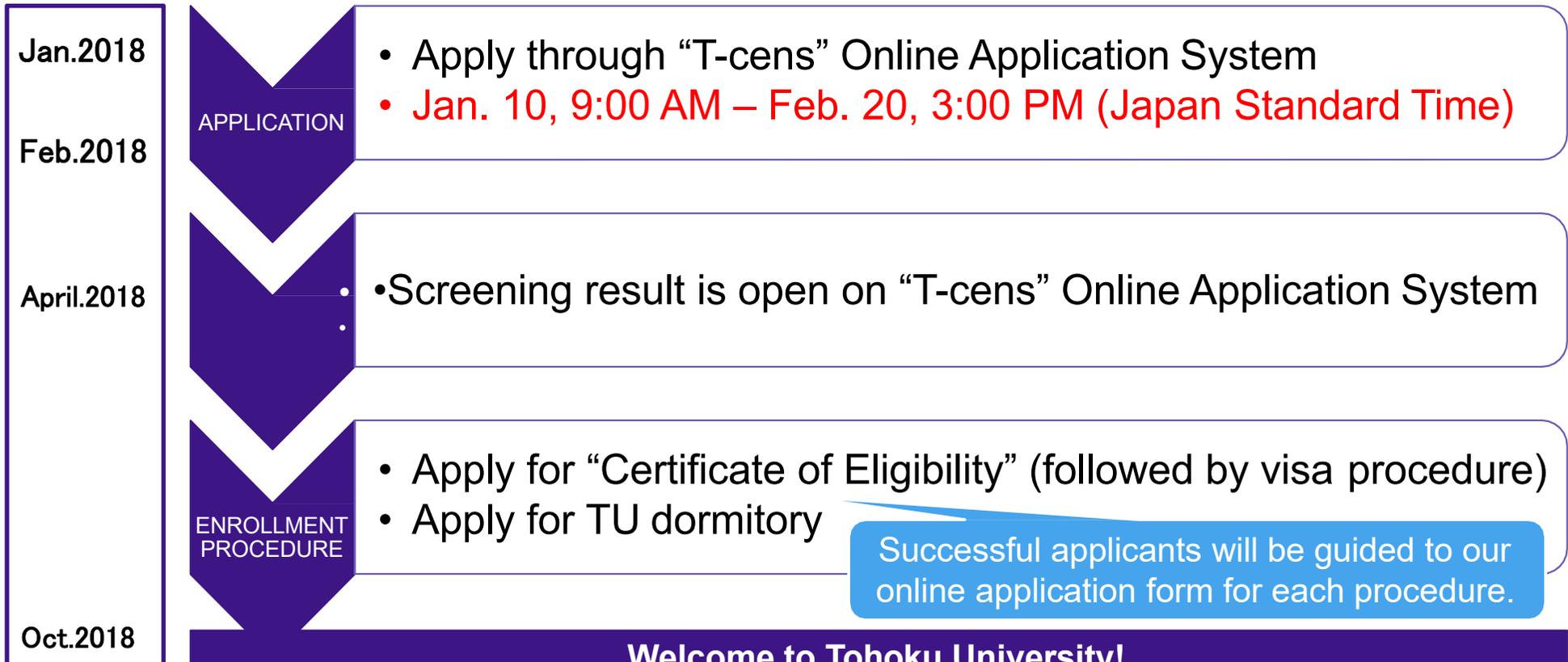


TOHOKU
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Tohoku University Exchange Programs

Application Overview

for 2018 Fall
enrollment





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Tohoku University Exchange Programs

Application Procedure

for 2018 Fall
enrollment

Jan.10
2018
9:00 AM
(JST)

Before
Nomination

- Send “Applicant Information Sheet” to applicant(s) and have them enter their information.
- Collect “Applicant Information Sheet” completed by each applicant.

STEP 1
Nomination

- Get a nomination URL from the “T-cens” Online Application System.
- Refer to the “Applicant Information Sheet” completed by the applicant(s), and nominate applicant(s).
- Get login ID(s) and password(s) from the system.

STEP 2
Application

- Refer to the “Applicant Information Sheet”, and enter applicant information into “Form 1-5”.
- Upload application materials on the “File Upload” page.

STEP 3
Submission

- Confirm the applicant information.
- Press the “COMPLETE” button to submit the application.

Feb.20.
2018
3:00 PM
(JST)

Completed!



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STEP 1-1: Nomination

Get a nomination URL from the “T-cens” Online Application System

1. Visit the following webpage.

https://applicant.insc.tohoku.ac.jp/t-cens_tohoku_ex/new_user.php

System requirements

- Google Chrome (latest ver.)
- Mozilla Firefox (latest ver.)
- Microsoft Internet Explorer 9, 10 or 11
- *PC only (mobile platforms are not supported)

2. Enter your (coordinator’s) email address into the field.



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STEP 1-2: Nomination

Nominate applicant(s)

3. You will receive an automated email from the system.

From: T-cens.support@applicant.insc.tohoku.ac.jp

Subject: [Tohoku University T-cens] Nomination URL

4. Visit the nomination URL provided in the email above.

5. Fill out all the required fields.

***Only standard English alphabetic characters and numbers are supported. Accented characters like "á", "ç", "ë" etc. are not accepted.**

6. Press the "NOMINATE" button to complete the nomination.



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STEP 1-3: Nomination

Get login ID(s) and password(s) from the system

7. You will receive an automated email from the system.

From: T-cens.support@applicant.insc.tohoku.ac.jp

Subject: [Tohoku University T-cens] Nomination completed

*If you have more than one applicant, follow STEP 1-1 from the start to get other login ID(s) and password(s). The nomination URL is valid only one time.

*Make sure to keep login ID and Password as these information will be needed to confirm screening result



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STEP 2: Application

Fill in the application information and upload the application materials to the system

1. Visit the login URL provided in the email and use the login ID and password.

2. Fill out all required fields.

***Be especially careful when entering dates or numbers.**

3. Upload all required materials.

***Be sure to name each file as indicated by the system.**



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STEP 2: Application

Supplemental application materials

*Forms in red are downloadable.

- 1.* Statement of Purpose / Study Plan & Pledge
2. Copy of the applicant's Official Academic Transcript
(Include an explanation in English of the grading scale.)
3. Letter of Recommendation by academic adviser at home university
4. Certificate of Enrollment at home university
5. Photocopy of certificate of language proficiency
6. Photocopy of passport identification page
(Page with applicant's photo and name)
7. ID photo (JPEG file, the aspect ratio must be 3:4.)
- 8.* Application form for JASSO scholarship (only qualified applicants)



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STEP 3: Submission

Confirm the application information

Press the “COMPLETE” button to submit the application then you will receive confirmation email from online application system shortly.

***Applications must be submitted by 3:00 PM on February 20, 2018 (Japan Standard Time).**

***If you fail to press the “COMPLETE” button by the deadline, the application will NOT be submitted and processed even if you have filled out all application items.**

***We do NOT accept any application materials by post or email.**



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STEP 3: Submission

Important Note:

If you do not submit all required documents or applicants do not meet following language proficiency, the application **MUST** be rejected.

Minimum language proficiency:

JYPE, IPLA, COLABS	English: TOEFL iBT® Test 79 or equivalent
DEEp-Bridge (Undergraduate)	Japanese: TTBJ/SPOT 65 English: TOEFL iBT® Test 79 or equivalent (English test score is not required for those who obtain TTBJ/SPOT 85 or above)
DEEp-Bridge (Postgraduate)	TTBJ/SPOT 85 or TOEFL iBT® Test 79 or equivalent
DEEP	Japanese: JLPT N1

List of supplemental application materials

- 1.Statement of Purpose / Study Plan,
- 2.Pledge
- 3.Copy of the applicant's Official Academic Transcript
(Include an explanation in English of the grading scale.)
- 4.Letter of Recommendation by academic adviser at home university
- 5.Certificate of Enrollment at home university
- 6.Photocopy of certificate of language proficiency
- 7.Photocopy of passport identification page
(Page with applicant's photo and name)
- 8.ID photo (JPEG file, the aspect ratio must be 3:4.)
- 9.Application form for JASSO scholarship (only qualified applicants)



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Screening and Follow-up

Screening results

Screening results will be open on online application system by 15th of May 2018.

All applicants must go through the screening process.

Only those who pass the screening will be admitted.

Basically the reason of screening result will not be disclosed.

Enrollment procedure

We will announce application procedures for the “Certificate of Eligibility” and TU dormitory rooms to successful applicants after we announce the screening results.