

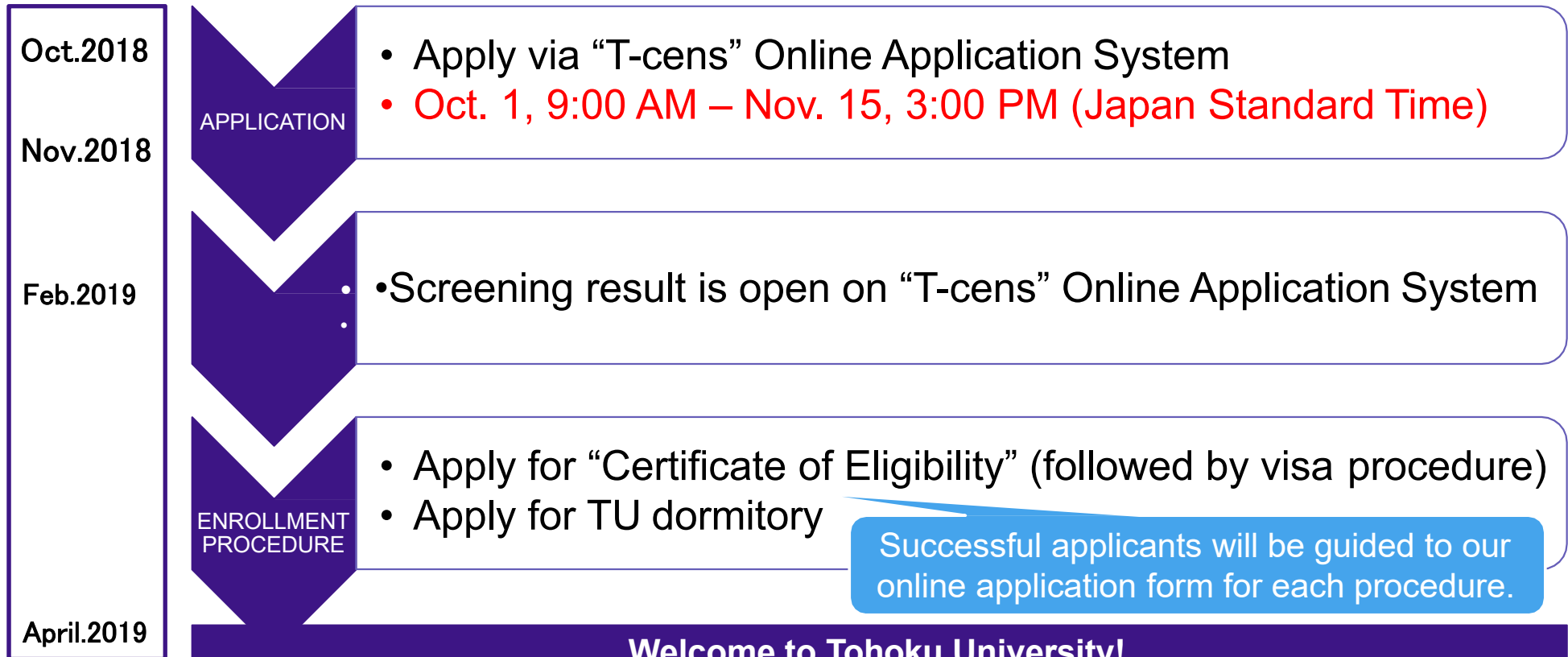


TOHOKU
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Tohoku University Exchange Programs

Application Overview

for 2019 Spring
enrollment





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Tohoku University Exchange Programs

Application Procedure

for 2019 Spring
enrollment

Oct.1
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.
- Prepare necessary documents meanwhile.

➡P3

Nomination

STEP 1

- 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.

➡P4-6

Application

STEP 2

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

➡P7-8

Submission

STEP 3

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

➡P9

Completed!

➡P10-11

Nov.15.
2018
3:00 PM
(JST)



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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)

1. Enter coordinator's email address and get a nomination URL.
 *Do NOT enter applicant's email address.
 *Check coordinator's and applicant's email settings and make sure that they can receive emails from this system.
 (#tohou-ex@user.tohoku.ac.jp)

Coordinator's E-mail Address:

[CREATE]

Thank you for your interest in joining Tohoku University.

2. [Red box highlights the 'Coordinator's E-mail Address' field]

Tohoku University
Exchange Programs Online Application for 2018 Enrollment

This online application system is limited to students officially nominated by partner universities of Tohoku University. You are required to submit the application form and all supplemental application materials through the person in charge at your home university.

Please read the "Application Information" below carefully, and complete applications before the deadline.

[Application Information](#)

Application period for 2018 Fall enrollment:
 from 9:00 AM, January 10, 2018 (Japan Standard Time)
 to 3:00 PM, February 20, 2018 (Japan Standard Time)

List of supplemental application materials

- Statement of Purpose/Study Plan, Pledge
 JYPE
 IBLA
 COLABS
 DEEP
 DEEP Bridge(Undergraduates)
 DEEP Bridge(Graduates)
- Copy of the applicant's Official Academic Transcript
 (Include an explanation in English of the grading scale.)
- Letter of Recommendation by academic adviser at home university
- Certificate of Enrollment at home university(MUST use following prescribed form)
 (Form)(Certificate of Enrollment)
- Photocopy of certificate of language proficiency

JYPE	TOEFL, TOEIC, IELTS, CAMBRIDGE, CET
IBLA	TOEFL, IBT® Test 79 or equivalent
COLABS	
DEEP	
Undergraduates	JLPT N1 or equivalent
Graduates	JLPT N1, equivalent score in Japanese
DEEP Bridge	
Undergraduates	Japanese: TTJJP-SPOT5 English: TOEFL, IBT® Test 79 or equivalent (English test score is not required for those who obtain TTJJP-SPOT 55 or above)
Graduates	TTJJP-SPOT 55 or TOEFL, IBT® Test 79 or equivalent
- Photocopy of passport identification page
 (Page with applicant's photo and name)
- ID photo (JPEG file, the aspect ratio must be 3:4)
- Application form for JASSO scholarship (only qualified applicants)
[JASSO scholarship information](#)
[JASSO scholarship Application form](#)

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

3.-4. T-cens.support@applicant.insc.tohoku.ac.jp



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.

5. Tohoku University Exchange Programs Online Application for 2018 Enrollment

Telephone number (country) (city) (area) (number) *Required

6. NOMINATE



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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.**

7.  T-cens.support@applicant.insc.tohoku.ac.jp
[Tohoku University T-cens] Nomination completed


Dear Partner,

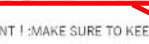
Thank you for your cooperation! Your applicant's nomination has been completed.

Please visit the following login URL and use the login ID and password.
Fill out all required fields and upload all required materials to complete the application.

Applicant : Mr. Mita, Taro

URL : https://applicant.insc.tohoku.ac.jp/1-cens_tohoku_ex_trial/login.php

ID : 

Password : 

! IMPORTANT ! :MAKE SURE TO KEEP THE ID AND PASSWORD as the information is necessary TO CONFIRM SCREENING RESULT.
Should you have any questions, please contact us without hesitate.

Best regards,

Tohoku University Student Exchange Division
Mail: studyab@grp.tohoku.ac.jp

KEEP IT!

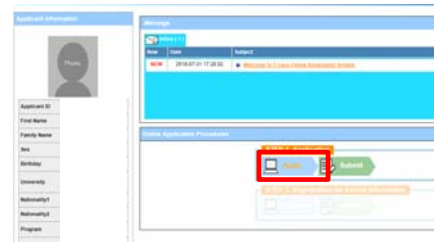
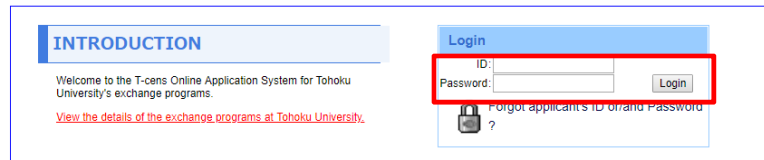


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STEP 2: Application

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

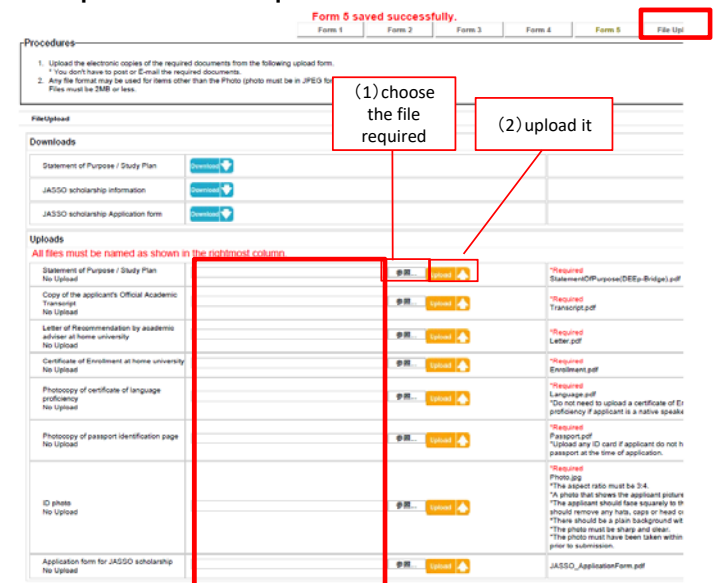
1. Visit the login URL provided in the email and use the login ID and password.



2. Fill out all required fields referring to "Application Information Sheet"



3. upload all required materials.



*Be especially careful when entering dates or numbers.

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



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STEP 2: Application

Required Application Materials and Minimum Language Proficiency

Important Note: Incomplete documents or insufficient language proficiency will be met with refusal of application.

Required application materials

- 1. Pledge *Forms in red are downloadable.
- 2. Copy of the applicant's Official Academic Transcript
- 3. Letter of Recommendation
- 4. Certificate of Enrollment at home university
- 5. Photocopy of certificate of language proficiency
- 6. Photocopy of passport identification page
- 7. ID photo
- 8. Application form for JASSO scholarship (only qualified applicants)

Uploads (T-cens Upload Form)	
All files must be named as shown in the rightmost column.	
1 Pledge	<input type="text"/>
2 Copy of the applicant's Official Academic Transcript No Upload	<input type="text"/>
3 Letter of Recommendation by academic adviser at home university No Upload	<input type="text"/>
4 Certificate of Enrollment at home university No Upload	<input type="text"/>
5 Photocopy of certificate of language proficiency No Upload	<input type="text"/>
6 Photocopy of passport identification page No Upload	<input type="text"/>
7 ID photo No Upload	<input type="text"/>
8 Application form for JASSO scholarship No Upload	<input type="text"/>

Minimum language proficiency:

JYPE, IPLA, COLABS	English: TOEFL iBT® Test 79 or equivalent
DEEp-Bridge (UG)	Japanese: TTBJ/SPOT 65 English: TOEFL iBT® Test 79 or equivalent
DEEp-Bridge (G)	TTBJ/SPOT 85 or TOEFL iBT® Test 79 or equivalent
DEEP	Japanese: JLPT N1



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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.

!Attention!

If you fail to press the “COMPLETE” button by the deadline, **the application will NOT be submitted.**

STEP1. Application

Apply Submit Post

Procedures

- To use the application form in PDF format, please click the PDF link.
- Confirm that the items on the following checklist have been completed.
- After the confirmation, click "COMPLETE" button to submit the application form.
- Once the application has been sent, you cannot make any change to application form.

Complete Submit Step!

Application

View Application

Registration Check-list

Application - Form1	<input checked="" type="checkbox"/>	Are you sure that you have entered all the necessary items ?
Application - Form2	<input checked="" type="checkbox"/>	Are you sure that you have entered all the necessary items ?
Application - Form3	<input checked="" type="checkbox"/>	Are you sure that you have entered all the necessary items ?
Application - Form4	<input checked="" type="checkbox"/>	Are you sure that you have entered all the necessary items ?
Application - Form5	<input checked="" type="checkbox"/>	Are you sure that you have entered all the necessary items ?
Application - FileUpload	<input checked="" type="checkbox"/>	Are you sure that you have uploaded all the necessary files ?
Submit - Application	<input type="checkbox"/>	Are you sure you have completed the Application ?

Finalize your entry by pressing the COMPLETE button. Please note that you cannot revise your entries hereafter.

COMPLETE

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Be sure to press it by deadline!

(Confirmation Email)

mita

差出人: T-cens.support@applicant.insc.tohoku.ac.jp
 送信日時: 2018年1月5日 金曜日 10:00
 宛先:
 件名: [T-cens] Application confirmation

Dear Sir or Madam,

This is to let you know that your registration has been successfully completed.

Thank you for submission.

Student Exchange Division, Tohoku University

***Applications Deadline:**

3:00 PM on November 15, 2018 (Japan Standard Time).

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

***Late application is unacceptable.**



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Screening and Follow-up

Screening results

Screening results will be open on this system **by the beginning of February 2019.**

All applicants must go through the screening process.

Only those who pass the screening will be admitted.

Tohoku University
Exchange Programs Online Application for 2018 Enrollment

Applicant Information

Applicant ID	EXCOLA180001
First Name	First
Family Name	Family
Sex	Male
Birthday	0003-03-03
University	University of Victoria
Nationality1	Bangladesh
Nationality2	Bahrain
Program	Cooperative Laboratory Study Program (COLABS)
E-mail	icomcorp.name1+student1000@gmail.com

Message

New	Date	Subject
NEW	2017-09-20 13:34:31	Welcome to the T-cens Online Application System

Online Application Procedures

STEP 1. Application
STEP 2. Registration for Arrival Information

RESULT	Passed	JASSO SCHOLARSHIP	Awarded
Study Period	Spring semester and Fall semester	Faculty/School	法学部 教授 東北大学

(important) Things you MUST do before studying abroad (click the link below)
http://www.insc.tohoku.ac.jp/english/exchange/preparing_to_arrive/

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Screening and Follow-up

Others

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.

Support for those who have Health & Medical concerns

Tohoku University provides support and advice such as counseling, consultations, and referrals for students who consider themselves to have health and medical issues.

After passing the screening, please let us know of the requests and about the service, if applicable.

However if you have anything you wish to clarify on this matter at the application stage, please do not hesitate to contact us.

Student Exchange Division: studyab@grp.tohoku.ac.jp.