APPLICATION INSTRUCTIONS FOR APPLICANTS

Required Application Materials

1. Pledge
2. Copy of the Applicant's Official Academic Transcript
3. Letter of Recommendation
4. Certificate of Enrollment at Home University
https://bit.ly/2QSg1Il
5. Photocopy of Certificate of Language Proficiency
6. Photocopy of Passport Identification Page
7. ID Photo

*Forms in red are downloadable.
1. Log in T-cens. (URL, ID and password are provided in the nomination completion email)

log-in URL: https://applicant.insc.tohoku.ac.jp/t-cens_tohoku_ex/login.php

2. Click “Apply”
3. Fill out Form1
Complete each section referring to the sample.
All fields with *Required must be filled in.

Click “Form2” after filling out Form1.
4. Fill out Form 2

Applicants must be enrolled in their home universities as regular students during their exchange period.


5. Fill out Form3

Click “Form5”. Form4 is NOT required.

Check your required language proficiency from the table below.

Minimum Language Proficiency:

<table>
<thead>
<tr>
<th>JYPE, IPLA, COLABS</th>
<th>TOEFL iBT® Test 79 or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEEP</td>
<td>JLPT N1  [<a href="http://www.jlpt.jp">http://www.jlpt.jp</a>]</td>
</tr>
</tbody>
</table>

IMPORTANT:
Insufficient language proficiency will be met with refusal of application.
5. Fill out Form 5

IMPORTANT:
Enter 2-3 desired host researchers from **ONE of the department** listed on the ‘Department List’ on the next page. (except for IPLA applicants)

In case no candidates are described or choose researchers from multiple departments, your application would meet refusal.

IMPORTANT:
Choose the duration carefully as an extension request is not acceptable after selection.

IMPORTANT:
Make sure to state 250 words or more. Otherwise your application would meet refusal.

IMPORTANT:
Exchange applicants who hold 2.30 out of 3.00 or higher JASSO GPA score are eligible for the JASSO scholarship.

If you wish to apply, be sure to read through the “JASSO scholarship information” beforehand.
List of departments applicable for exchange students

You can find candidate host researchers and departments/study fields at the following websites.

**JYPE, DEEP:**
- Faculty of Science
- School of Engineering
- Faculty of Agriculture Science

**COLABS:**
- Graduate School of Science
- Graduate School of Engineering
- Graduate School of Agricultural Science
- Graduate School of Medicine
- Graduate School of Dentistry
- Graduate School of Pharmaceutical Sciences
- Graduate School of Information Sciences
- Graduate School of Life Sciences
- Graduate School of Environmental Studies
- Graduate School of Biomedical Engineering
6. Upload required documents

**Important**: Incomplete documentation will be met with refusal of application.

**STEP 1. Application**

- **Apply**
- **Submit**

Form 5 saved successfully.

**Procedures**

1. Upload the electronic copies of the required documents from the following upload form.
   - *You don’t have to post or email the required documents.*
2. Any file format may be used for items other than the photo (photo must be in JPEG format). Files must be 2MB or less.

**Downloads**

- Form 1: Pledge
- Form 2: Certificate of Enrollment

**Uploads**

All files must be named as shown in the rightmost column:

1. Pledge
   - Pledge.pdf
   - No Upload
2. Copy of the applicant’s Official Academic Transcript
   - Transcript.pdf
   - Upload
3. Letter of Recommendation by a teacher’s advise at home university
   - Letter.pdf
   - Upload
4. Certificate of enrollment at home university
   - Enrollment.pdf
   - Upload
5. Photocopy of certificate of language proficiency
   - Language.pdf
   - No Upload
6. Photocopy of passport identification page
   - Passport.pdf
   - No Upload
7. ID photo
   - ID_photo.pdf
   - Upload
8. Application form for JASSO scholarship
   - JASSO_ApplicationForm.pdf
   - No Upload

Make sure that a transcript is available during the screening period if you submit an electronic transcript.

Your application would be met with refusal in case the transcript expires in the course of the screening process.

**Must-use prescribed form**

https://bit.ly/2QSg1Il

Note: Uploading JASSO application (Application Form for JASSO scholarship) no longer needed.

**File size must be 2MB or less per file.**
7. Press the “COMPLETE” button to submit the application then you will receive confirmation email from online application system shortly.

*Application Deadline: 3:00 PM on Feb 20, 2020 (JST)

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

*Late application is unacceptable.

*No modifications are allowed after the submission.

Please review all information to be filled out and uploaded documents required before you complete the application.

!ATTENTION!

If you fail to press the “COMPLETE” button by the deadline, the application will NOT be submitted.
SCREENING AND FOLLOW-UP

Screening result will be announced via the T-cens as following.
Only successful applicants will be admitted.

First screening result (unsuccessful applicants only):
around the end of March
Final screening result:
by early May, 2020
Others

Enrollment procedure

Successful applicants will be given important instructions ("Certificate of Eligibility" and dorm application etc.) after the final screening result is announced.

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.

(Applicant ID and Student’s name needed)
Q1: File uploader does not work. (File upload)

Please change internet browse. Google Chrome often prevents any files from being uploaded on T-cens especially after the program update.

Q2 :ID photo data cannot be uploaded. (File upload)

Please check if the file name is “Photo.jpg”. The file is rejected if the file name extension is upper capital. For example, “Photo.JPG” cannot be accepted.
Q3 How can I change the program? (General)

We need you to delete current account from T-cens (see image below) and ask your coordinator to nominate you via T-cens again.