

APPLICATION INSTRUCTIONS FOR APPLICANTS

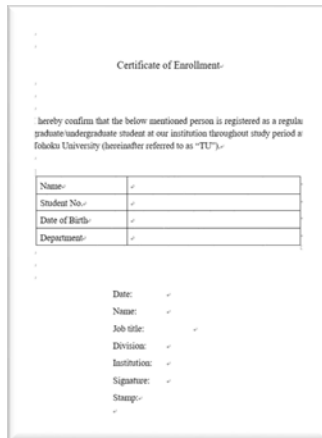
*Forms in red are downloadable.

Required Application Materials

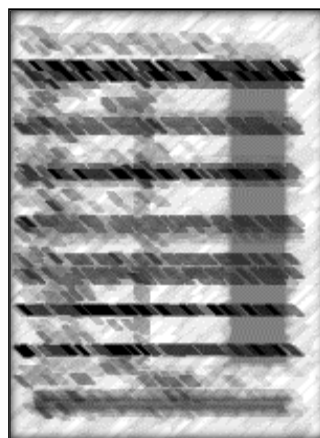
1. Pledge (<https://bit.ly/3rrtf0w>)
2. Copy of the Applicant's Official Academic Transcript
3. Letter of Recommendation
4. Certificate of Enrollment at Home University (<https://bit.ly/2QSg1II>)
5. Photocopy of Certificate of Language Proficiency
6. Photocopy of Passport Identification Page
7. ID Photo



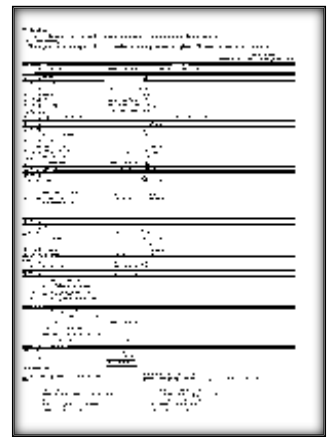
1. Pledge



4. CoE @home Univ.

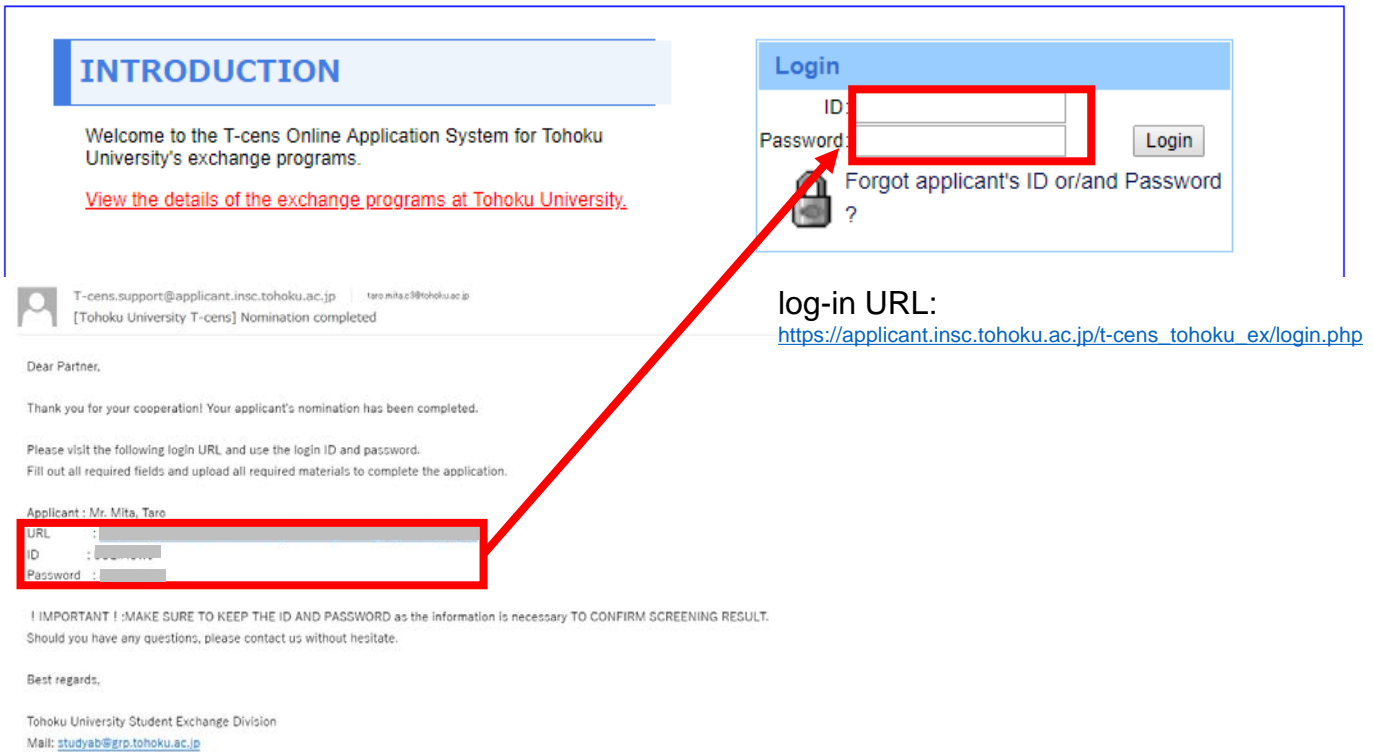


3. Letter of recommendation



5. Language certificate etc.

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



INTRODUCTION

Welcome to the T-cens Online Application System for Tohoku University's exchange programs.

[View the details of the exchange programs at Tohoku University.](#)

T-cens.support@applicant.insc.tohoku.ac.jp | taro.mita@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 : [REDACTED]
ID : [REDACTED]
Password : [REDACTED]

! 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

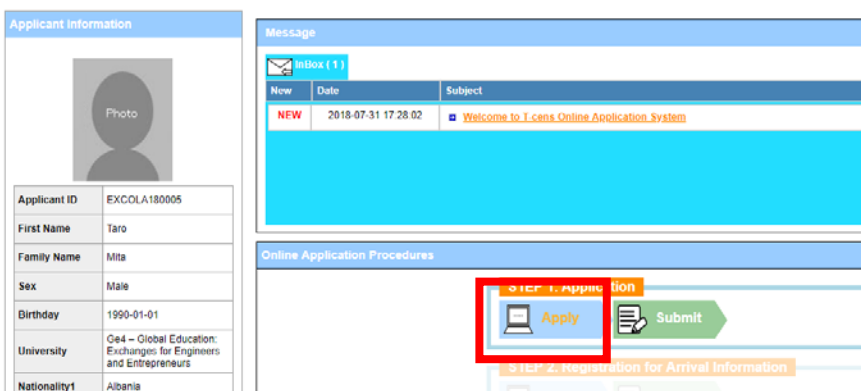
Login

ID: [REDACTED]
Password: [REDACTED]

Forgot applicant's ID or/and Password ?

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

2. Click “Apply”



Applicant information

Photo

Applicant ID	EXCOLA180005
First Name	Taro
Family Name	Mita
Sex	Male
Birth day	1990-01-01
University	Gc4 - Global Education: Exchanges for Engineers and Entrepreneurs
Nationality1	Albania

Message

InBox (1)

New	Date	Subject
NEW	2018-07-31 17:28:02	Welcome to T-cens Online Application System

Online Application Procedures

STEP 1. Apply

STEP 2. Registration for Arrival Information

3. Fill out Form1

Complete each section referring to the sample.

All fields with ***Required** must be filled in.

Notes:

- * Fill out all required fields.
- * Only standard English alphabetic characters and numbers are supported. Accented characters like "á", "ç", "ë" etc. are not accepted.
- * Make sure to click "SAVE" before leaving each page.
- * All required materials must be uploaded through this system. No need to send by email or post.
- * Each file size must be less than 2MB. Use JPEG for the ID photo.

FORM 1. APPLICANT INFORMATION

Name

NAME (as shown on applicant's passport)

FIRST NAME
TARO

FAMILY NAME
TOHOKU

MIDDLE NAME

FULL NAME (FAMILY, FIRST, MIDDLE) (Standard Roman Alphabet only)
TARO TOHOKU

Student's E-mail address
taro@taro-tohoku.jp

Date of Birth

Date of birth (yyyy-mm-dd) 2000 / 07 / 02

Sex
Male

Marital Status
Single

Nationality

Nationality 1
Japan

Address
41 Kawauchi, Aoba-ku, Sendai 980-8576, JAPAN

Telephone number
+81 22 795 3775

Emergency Contact

Name of parent(s), guardian(s)
Sendai Taro

Relationship with applicant
Father

Age
50

Occupation
civil servant

Address
1234 Aoba Sendai, 321-321

Telephone number
+81 22 795 3745

Emergency E-mail address (if any)

Passport

Already have passport

Passport number

Expiration date (yyyy-mm-dd)

as shown on your passport

Standard English alphabetic characters only

Click "Form2" after filling out Form1.

4. Fill out Form2

STEP 1. Application



Apply



Submit

Form 1 saved successfully.

Form 1

Form 2

Form 3

Form 4

Form 5

File Upload

SAVE

Procedures

1. Fill out all forms.
2. Please type only in Standard Roman alphabet, unless otherwise indicated. **(Characters with diacritic marks like "ä", "ç" or "ë" cannot be accepted.)**
3. To save your data, click "SAVE" before leaving the current page.
4. Click the "File Upload" button to upload the required documents.

FORM 2. ACADEMIC BACKGROUND

Home University

Country	Australia	* Required
University	Faculty of Engineering and Information Technology, Griffith University If you select "Other", please enter the details in the field below.	* Required
Department	Department of Software	* Required
Major	computer algorithm	* Required
Current year at home university	Master 2nd	* Required
Expected year at home university when applicant starts studying at Tohoku University	Master 2nd	* Required
Date of admission of current university (yyyy-mm-dd)	(year) / (month) / (day) 2018 / 10 / 01	* Required
Expected date of graduation (yyyy-mm-dd)	(year) / (month) / (day) 2022 / 09 / 30	

High School

Country or area	Australia If you select "Other country/area", please enter the details in the field below.
High school	abcd high school
Date of admission (yyyy-mm)	(year) / (month) 2016 / 10
Date of graduation (yyyy-mm)	(year) / (month) 2018 / 09

Others

Country or area	<input type="text"/> If you select "Other country/area", please enter the details in the field below.
School name	<input type="text"/>
Department	<input type="text"/>
Major	<input type="text"/>
Date of admission (yyyy-mm)	(year) / (month) <input type="text"/> / <input type="text"/>
Date of graduation (yyyy-mm)	(year) / (month) <input type="text"/> / <input type="text"/>

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

***Spring semester:**

2022/Apr. - 2022/Sep.

***Fall semester:**

2021/Oct. - 2022/Mar.

Form 1

Form 2

Form 3

Form 4

Form 5

File Upload

SAVE

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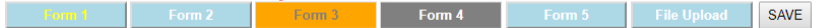
T-cens

5. Fill out Form3

STEP 1. Application



Form 1 saved successfully.



Procedures

1. Fill out all forms.
2. Please type only in Standard Roman alphabet, unless otherwise indicated. (Characters with diacritic marks like "ä", "ç" or "ß" cannot be accepted.)
3. To save your data, click "SAVE" before leaving the current page.
4. Click the "File Upload" button to upload the required documents.

FORM 3. LANGUAGE PROFICIENCY

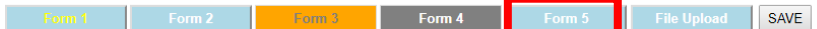
English

English	Would be able to catch up with classes conducted in English ▾	* Required
English proficiency test	TOEFL ▾	
English proficiency test score	ibt81	

Check your required language proficiency from the table below.

Japanese

Japanese	Native or equivalent ▾	* Required
(JLPT) Japanese proficiency test	N1	
(SPOT) Japanese proficiency test score	78	



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T-cens

Click "Form5" .
Form4 is NOT required.

Minimum Language Proficiency:

JYPE and COLABS	TOEFL iBT® Test 79 or equivalent
IPLA	TOEFL iBT® Test 79 or equivalent *see here for the latest information if applying for IPLA
DEEP	JLPT N1 http://www.jlpt.jp

IMPORTANT:

Insufficient language proficiency will be met with refusal of application.

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 Medicine
Graduate School of Dentistry
Graduate School of Pharmaceutical Sciences
Graduate School of Engineering
Graduate School of Agricultural Science
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



Form 5 saved successfully.

Form 1

Form 2

Form 3

Form 4

Form 5

File Upload

Procedures

1. Upload the electronic copies of the required documents from the following upload form.
* You don't have to post or E-mail 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.

FileUpload

Downloads

Form1.Pledge	Download
Form2.Certificate of Enrollment	Download

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

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

Uploads

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

1.Pledge No Upload	ファイルを選択 選択されていません	Upload	Pledge.pdf
2.Copy of the applicant's Official Academic Transcript No Upload	ファイルを選択 選択されていません	Upload	*Required Transcript.pdf
3.Letter of Recommendation by academic adviser at home university No Upload	ファイルを選択 選択されていません	Upload	*Required Letter.pdf
4.Certificate of enrollment at home university No Upload	ファイルを選択 選択されていません	Upload	*Required Enrollment.pdf
5.Photocopy of certificate of language proficiency No Upload	ファイルを選択 選択されていません	Upload	*Required
6.Photocopy of passport identification page No Upload	ファイルを選択 選択されていません	Upload	*Upload any ID card if applicant do not have his/her passport at the time of application.
7.ID photo No Upload	ファイルを選択 選択されていません	Upload	*Required Photo.jpg ID photo Must be: -3:4 ratio -faces forward by applicant without wearing a hat -nothing in the background (including shadows) -sharp and clear -taken within 3 months prior to submission
8.Application form for JASSO scholarship No Upload	ファイルを選択 選択されていません	Upload	JASSO_ApplicationForm.pdf

Must-use prescribed form

<https://bit.ly/2QSg1II>

Note: Uploading JASSO application(8.Application Form for JASSO scholarship) is no longer needed.

File size must be 2MB or less per file.

SUBMISSION

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

Applicant Information

Message

NEW 2018-07-31 17:28:02 Welcome to T-cens Online Application System

STEP 1: Application

Apply Submit

Confirmation Email

mita

差出人: T-cens.support@applicant.insc.tohoku.ac.jp
送信日時: 2018年1月5日 曜日 10:00
宛先: taro.mita.c3@tohoku.ac.jp
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

Complete Submit Step!

Application

View Application

Registration Check-list

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

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

COMPLETE

Press
“COMPLETE”
by deadline!

*Application Deadline:

3:00 PM Nov.15 (Spring Enrollment)

3:00 PM Feb.20 (Fall Enrollment)

*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*):


Spring Enrollment - December

Fall Enrollment - March

Final Screening Result:



Spring Enrollment - February

Fall Enrollment - March




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

Account Management

Password	<input type="button" value="CHANGE PASSWORD"/>
Delete Account	<input type="button" value="Delete"/>

Message

InBox (1)

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

Online Application Procedures

STEP 1. Application

Apply

Next

STEP 2. Registration for Arrival Information

Register

Submit

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

(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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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.

[Contact]

Incoming Student Exchange Section

Student Exchange Division

Tohoku University

<https://www.insc.tohoku.ac.jp/english/exchange/>



APPLICATION : FAQ

Q1: File uploader does not work. (File upload)

Please change internet browser. 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.

Uploads		
All files must be named as shown in the rightmost column.		
Statement of Purpose / Study Plan No Upload	<input type="text"/> 参照 Upload	*Required StatementOfPurpose(DEEp-Enide).pdf
Copy of the applicant's Official Academic Transcript No Upload	<input type="text"/> 参照 Upload	*Required Transcript.pdf
Letter of Recommendation by academic adviser at home university No Upload	<input type="text"/> 参照 Upload	*Required Letter.pdf
Certificate of Enrollment at home university No Upload	<input type="text"/> 参照 Upload	*Required Enrollment.pdf
Photocopy of certificate of language proficiency No Upload	<input type="text"/> 参照 Upload	*Required Language.pdf *Do not need to upload a certificate of English proficiency if applicant is a native speaker.
Photocopy of passport identification page No Upload	<input type="text"/> 参照 Upload	*Required Passport.pdf *Upload any ID card if applicant do not have passport at the time of application.
ID photo No Upload	<input type="text"/> 参照 Upload	*Required Photo.jpg *The aspect ratio must be 3:4. *A photo that shows the applicant picture. *The applicant should face squarely to it should remove any hats, caps or head ornaments. *There should be a plain background with no patterns. *The photo must be sharp and clear. *The photo must have been taken within 3 months prior to submission.
Application form for JASSO scholarship No Upload	<input type="text"/> 参照 Upload	JASSO_ApplicationForm.pdf

Form 1 Form 2 Form 3 Form 4 Form 5 File Upload

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.

The screenshot displays the T-cens Online Application System interface. On the left, there is a user profile section with a 'Photo' placeholder and a list of fields: Applicant, First Name, Family Name, Sex, Birthday, University, Nationality, Nationality, Program, and E-mail. Below this is the 'Account Management' section, which includes a 'Password' field with a 'CHANGE PASSWORD' button and a 'Delete Account' section with a 'Delete' button highlighted by a red rectangle. The main content area shows an 'InBox (1)' with a table of messages:

New	Date	Subject
NEW	2017-09-27 19:14:33	Welcome to T-cens Online Application System

Below the inbox, the 'Online Application Procedures' section is visible, showing two steps: 'STEP 1. Application' with 'Apply' and 'Submit' buttons, and 'STEP 2. Registration for Arrival Information' with 'Apply' and 'Submit' buttons.