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# Tohoku University Exchange Programsfor 2021 Fall**Application Overview**Enrollment

Jan.2021 Apply via "T-cens" Online Application System • Jan.10, 9:00 AM – Feb. 20, 3:00 PM (Japan Standard Time) APPLICATION Feb.2021 •Screening result is open on "T-cens" Online Application System May.2021 • Apply for "Certificate of Eligibility" (followed by visa procedure) Apply for TU dormitory ENROLLMENT Successful applicants will be guided to our PROCEDURE online application form for each procedure. Oct.2021 Welcome to Tohoku University!



## **Application Procedure**

- 1.Nominate the applicant via T-cens
- 2.Send ID and Password issued by T-cens along with log-in URL to the applicant.





### Get a nomination URL from the "T-cens"

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.





#### Nominate applicant(s)

- 3. You will receive an automated email from the system. From: <u>T-cens.support@applicant.insc.tohoku.ac.jp</u> 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", "ẽ" etc. are not accepted

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



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	Nomination for Tohoku University Exchange Program Online Apple to standard Excite advances and numbers are supported Accessed consider the X-VC-X-X	cation
University		
Country	•	If your university participates in GE4 (Global Educe Exchanges for Engineers and Entrepreneurs) and (Institute of International Education, United States America), please select "Other" "Required
University	f you select "Other", or if your university participates in OE4 or IE, please name your university in the field below.	'Required
esired Program		
Desired program		Tagural
oordinator		
Coordinator's name	•	Tequired
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Division / Office name		Required
University address	(humber, sheet, oily, state, country, postal code)	Required
University telephone number	(country) - (city) - (area) - (number) H H H	Required
Coordinator's C-mail address	tarosan@p-mail.tohoiu-university.jp	Required
pplicant		
	Family Name	Fill out name as shown on applicant's passport.
Name (as shown on anninant's passent)	Fist Name	Tequired
(as a second of approximate paraport)		

hone number	•	(country)	j	(city)	j	(area)	ŀ	(number)		*Required	
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#### Get login ID(s) and password(s) from the system

7. You will receive an automated email from the system. From: <u>T-cens.support@applicant.insc.tohoku.ac.jp</u> Subject: [Tohoku University T-cens] Nomination completed

7.	I-cens.support@applic===================================
	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/t-cens_tohoku_ex_trial/login.php
	ID
	Password
ion	! IMPORTANT ! :MAKE SURE TO KEEP THE ID AND PASSWORD as the information is necessary TO (
.1011	

8.

8. Transfer the email to the applicant along with Application Instruction (<u>https://bit.ly/3pbsITY</u>).

#### **BE SURE TO SEND APPLICATION INSTRUCTION TO APPLICANTS.**

No excuses would be accepted in case the application meets refusal due to inaccuracies caused by failing to follow the guideline.



5.Photocopy of certificate of language proficience

APPLICATION

\*If you have more than one applicant, you are required to go through nomination process from the beginning (P3) and get other login ID(s) and password(s). The nomination URL is valid only one time.



## **Screening and Follow-up**

### **Screening results**

1<sup>st</sup> screening result will be delivered only to those who failed around the end of March 2021 and final screening results will be open by early May 2021 on the T-cens.

All applicants must go through the screening process.

Only applicants who pass the screening will be admitted.





## **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: Contact form: https://www.insc.tohoku.ac.jp/english/tohoku\_studyab\_contact/



## Q1 I cannot receive Nomination URL email from T-cens.(General)

Please check junk box of your email software. Sometimes the email server at your university recognizes the email from T-cens as a spam email.

# Q2 I accidentally nominated the student for the program he/she does not desire. (General)

We need you to delete current account from T-cens (see image below) and create a new account referring to the page 4 STEP 1-1:Nomination.





# Q3 How can I get T-cens ID and Password for another applicant.(General)

Get another login ID(s) and password(s) by going through nomination process again from the beginning (P3). You are not allowed to create 2 or more accounts at a time. The nomination URL is valid only one time.