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/2QSg1ll)
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.

Login

| ID: | |
| Password: | |

Login

Forgot applicant's ID or/and Password ?

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

T-cens.support@applicant.insc.tohoku.ac.jp | taro.mita.c3@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	:
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

2. Click "Apply"

Applicant Information

Photo

Applicant ID	EXCOLA180005
First Name	Taro
Family Name	Mita
Sex	Male
Birthday	1990-01-01
University	Ge4 – 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. Application

Apply   Submit

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.

as shown on your passport

Standard English alphabetic characters only

Click "Form2" after filling out Form1.

4. Fill out Form2

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 "á", "ç" or "ē" 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 algorythm	* 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	
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	 If you select "Other country/area", please enter the details in the field below.	
School name		
Department		
Major		
Date of admission (yyyy-mm)	(year) / (month) /	
Date of graduation (yyyy-mm)	(year) / (month) /	

> 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 |

🌐 T-cens

4

5. Fill out Form3

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 "á", "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.

Check your required language proficiency from the table below.

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	itb81	

Japanese

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

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

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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.

5

5. Fill out Form5

Form 3 saved successfully.

Form 1   Form 2   Form 3

Procedures

1. Fi...
2. Ple...   marks like "á", "ç" or "ë" cannot
3. To...
4. Cli...

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

FORM 5

Study Plan at Tohoku University

Duration of stay	Spring semester and Fall semester ▼

Faculty / Graduate School
Graduate School of Information Sciences ▼

Desired host researchers, Keywords of research fields
Prof. Ichiro Tohoku, Robot/ Human-Robot Coordination/Teleoperation
Prof. Hanako Sendai Cognitive science
Prof. Saburo Aoba Reality/ Robotics/ Haptic I
high-performance computing / artificial intelligence / information security

Desired host researchers, keywords of research field

*Applicants in IPLA:
Leave blank or enter "N/A"

e.g. Prof. Taro Tohoku/Graduate, Associate Prof.Hanako Sendai
non-stoichiometric compounds / nitride / functionalized materials

Summary of statement of purpose

From academic point of view,describe in detail what you wish to accomplish and how you plan to carry out your research/study in Tohoku University. (250 words at minimum, up to 400 words)

(DEEP/DEEp-Bridge申請者)
あなたが東北大学で行いたい研究や学習の詳細と予定を説明してください。
（日本語で1000字程度）

sample sample

361 words.

Refer to "Calculating GPA" section in
JASSO scholarship information
for the JASSO's GPA calculation method.
* Round off to two decimal places
* Required

IMPORTANT:

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

J...

Applicant can apply for JASSO scholarship only this time and cannot apply once this online application submitted. Read
JASSO scholarship information
carefully.
* Required

Applying ▼
Name of the scholarship
Aoba Sendai scholarship
Monthly stipend (Expected)

Other scholarships

Excluding travel expenses and student loans.
* Required

0 per month at least to live in

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.

5   File Upload   SAVE

⊕T-cens

IMPORTANT

[JYPE and DEEP]
- Clear indications of 2-3 desired host researchers in order of high to low needed
- 'Department List' available on the next page
(i.e.)
1. Professor MIYAGI Ichiro
2. Professor SENDAI Jiro
3. Associate Professor TOHOKU Saburo

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

[COLABS]
COLABS - Application Procedures
"*'Form 5' (T-cens) - Advisor's Name*"

[IPLA]
Not applicable for IPLA applicants

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

Apply → Submit

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 |

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	Upload	JASSO_ApplicationForm.pdf

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.

Must-use prescribed form

https://bit.ly/2QSg1ll

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 <u>you will receive confirmation email</u> from online application system shortly.

Confirmation Email

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 - May

Tohoku University
Exchange Programs Online Application for 2018 Enrollment

Mail   Log out

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	CHANGE PASSWORD
Delete Account	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

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 dobefore studying abroad(click the link below)

http://www.insc.tohoku.ac.jp/english/exchange/preparing_to_arrive/

T-cens

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/

Contact Form
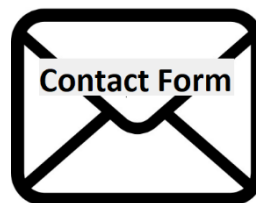
APPLICATION : FAQ

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.