

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

This is a pledge form for international students. It includes sections for the student's name, student number, and date of birth. There are checkboxes for various conditions of enrollment, such as maintaining academic performance, adhering to university rules, and respecting local laws. The form is in Japanese with English translations.

1. Pledge

This is a certificate of enrollment form from the home university. It includes a section for the student's name, student number, date of birth, and department. There is a section for the university's confirmation, stating that the student is registered as a regular graduate/undergraduate student. The form is in English with Japanese translations.

4. CoE @home Univ.

This is a letter of recommendation form. It is a template for a letter from a faculty member or administrator at the home university, recommending the student for admission to Fukuoka University. The form is in English with Japanese translations.

3. Letter of
recommendation

This is a language certificate form. It is a template for a certificate from the home university, certifying the student's language proficiency. The form is in English with Japanese translations.

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.c9@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

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

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.

Form 1

Form 2

Form 3

Form 4

Form 5

File Upload

SAVE

Notes:

- * Fill out all required fields.
- * Only standard English alphabetic characters and numbers are supported. Accented characters like "ä", "ç", "ö" 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

as shown on your passport

Fill out name as shown on applicant's passport.
*Required

*Required

If applicable

This name will be used for all official documents at Tohoku University.
*Required

Date of Birth

Date of birth (yyyy-mm-dd)

(year)

/

(month)

/

(day)

2000

/

07

/

02

Standard English alphabetic characters only

Sex

Sex

Male

*Required

Marital Status

Marital status

Single

*Required

Nationality

Nationality 1

Japan

If you select "Other country/area", please enter the details in the field below.

*Required

Address

(number, street, Apt. No., city, state)
41 Kawauchi, Aoba-ku, Sendai 980-8576, JAPAN
(country)
Japan
If you select "Other country/area", please enter the details in the field below.
(postal code)
8576

*Required

Telephone number

+ (country) - (city) - (area) - (number)
+ 81 - 22 - 795 - 3775

*Required

Emergency Contact

Name of parent(s), guardian(s)

Sendai Taro

*Required

Relationship with applicant

Father

*Required

Age

50

*Required

Occupation

civil servant

*Required

Address

(number, street, Apt. No., city, state)
1234 Aoba Sendai, 321-321
(country)
Japan
If you select "Other country/area", please enter the details in the field below.
(postal code)
1321-22

*Required

Telephone number

+ (country) - (city) - (area) - (number)
+ 81 - 22 - 795 - 3745

*Required

Emergency E-mail address (if any)

Passport

Already have passport

*Required

Passport number

Expiration date (yyyy-mm-dd)

(year)

/

(month)

/

(day)

Click "Form2" after filling out Form1.

Form 1

Form 2

Form 3

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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 algrhythm	* 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	<div></div> 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

5. Fill out Form3

STEP 1. Application

 Apply

 Submit

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.

5. Fill out Form5

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

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.

Refer to "Calculating GPA" section in [JASSO scholarship information](#) for the JASSO's GPA calculation method.

- * Round off to two decimal places
- * Required

Applicant can apply for JASSO scholarship only this time and cannot apply once this online application submitted.

[JASSO scholarship information](#)

* Required

Excluding travel expenses and student loans.

* Required

0 per month at least to live in

SAVE

 T-cens

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 選択されていません	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/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

Online Application Procedures

STEP 1. Application

STEP 2. Registration for Arrival Information

Complete Submit Step!

Application

Registration Check-list

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

COMPLETE

Confirmation Email

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

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



MailLog 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	<div>CHANGE PASSWORD</div>
Delete Account	<div>Delete</div>

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

Submit

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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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.

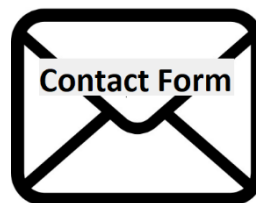
[Contact]

Incoming Student Exchange Section

Student Exchange Division

Tohoku University

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



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.

Uploads

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

Statement of Purpose / Study Plan No Upload	<div><div></div><div>参照</div><div>Upload</div><div></div></div>	*Required StatementOfPurpose(DEEp-Bridge).pdf
Copy of the applicant's Official Academic Transcript No Upload	<div><div></div><div>参照</div><div>Upload</div><div></div></div>	*Required Transcript.pdf
Letter of Recommendation by academic adviser at home university No Upload	<div><div></div><div>参照</div><div>Upload</div><div></div></div>	*Required Letter.pdf
Certificate of Enrollment at home university No Upload	<div><div></div><div>参照</div><div>Upload</div><div></div></div>	*Required Enrollment.pdf
Photocopy of certificate of language proficiency No Upload	<div><div></div><div>参照</div><div>Upload</div><div></div></div>	*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	<div><div></div><div>参照</div><div>Upload</div><div></div></div>	*Required Passport.pdf *Upload any ID card if applicant do not have passport at the time of application.
ID photo No Upload	<div><div></div><div>参照</div><div>Upload</div><div></div></div>	*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 headwear *There should be a plain background with no patterns *The photo must be sharp and clear. *The photo must have been taken within prior to submission.
Application form for JASSO scholarship No Upload	<div><div></div><div>参照</div><div>Upload</div><div></div></div>	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 placeholder for a photo and a list of personal details: Applicant, First Name, Family Name, Sex, Birthday, University, Nationality, National ID, 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 on the right features an 'Inbox (1)' section with a table of messages. The table has columns for 'New', 'Date', and 'Subject'. A single message is listed with a 'NEW' status, a date of '2017-09-27 19:14:33', and a subject 'Welcome to T-cens Online Application System'. Below the inbox is the 'Online Application Procedures' section, which outlines two steps: 'STEP 1. Application' (with 'Apply' and 'Submit' buttons) and 'STEP 2. Registration for Arrival Information' (with 'Register' and 'Submit' buttons).

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

Online Application Procedures

STEP 1. Application

Apply → Submit

STEP 2. Registration for Arrival Information

Register → Submit

Account Management

Password:

Delete Account: